

**U.S. DEPARTMENT OF JUSTICE  
IMMIGRATION & NATURALIZATION SERVICE  
SERVICE PROCESSING CENTER  
DESIGN GUIDE**

**December 18, 2000**

# TABLE OF CONTENTS

CHAPTER 1: INTRODUCTION .....	1-1
CHAPTER 2: SPC FACILITY .....	2-1
CHAPTER 3: SPC DESIGN .....	3-1
CHAPTER 4: ADMINISTRATIVE ORGANIZATION .....	4-1
CHAPTER 5: OPERATIONAL COMPONENTS.....	5-1
CHAPTER 6: SECURITY ZONES & PERIMETERS .....	6-1
CHAPTER 7: SUPERVISION PHILOSOPHY .....	7-1
CHAPTER 8: DETAINEE CLASSIFICATION.....	8-1
CHAPTER 9: DETAINEE MOVEMENT & SERVICE DELIVERY .....	9-1
CHAPTER 10: ADJACENCIES .....	10-1
CHAPTER 11: FACILITY MASTER PLAN.....	11-1
CHAPTER 12: SITE SELECTION.....	12-1
CHAPTER 13: SITE ACCESS, CIRCULATION & PARKING .....	13-1
CHAPTER 14: PUBLIC ENTRANCE & LOBBY .....	14-1
CHAPTER 15: DEPORTATION .....	15-1
CHAPTER 16: INS COURT ATTORNEYS .....	16-1
CHAPTER 17: EOIR COURT .....	17-1
CHAPTER 18: SPC ADMINISTRATION .....	18-1
CHAPTER 19: MAILROOM .....	19-1
CHAPTER 20: TRAINING .....	20-1
CHAPTER 21: STAFF SERVICES .....	21-1
CHAPTER 22: SECURITY COMMAND .....	22-1
CHAPTER 23: HOUSING .....	23-1
CHAPTER 24: PROCESSING.....	24-1
CHAPTER 25: HEALTH CARE .....	25-1

<b>CHAPTER 26: FOOD SERVICE &amp; DINING.....</b>	<b>26-1</b>
<b>CHAPTER 27: LAUNDRY .....</b>	<b>27-1</b>
<b>CHAPTER 28: SANITATION &amp; HYGIENE.....</b>	<b>28-1</b>
<b>CHAPTER 29: COMMISSARY.....</b>	<b>29-1</b>
<b>CHAPTER 30: PROGRAMS.....</b>	<b>30-1</b>
<b>CHAPTER 31: DETAINEE VISITING.....</b>	<b>31-1</b>
<b>CHAPTER 32: RECREATION.....</b>	<b>32-1</b>
<b>CHAPTER 33: LAW LIBRARY/RECREATION LIBRARY.....</b>	<b>33-1</b>
<b>CHAPTER 34: DETAINEE WORK PROGRAMS/SPC INDUSTRIES.....</b>	<b>34-1</b>
<b>CHAPTER 35: WAREHOUSE/SUPPLY .....</b>	<b>35-1</b>
<b>CHAPTER 36: MAINTENANCE .....</b>	<b>36-1</b>
<b>CHAPTER 37: CENTRAL PLANT.....</b>	<b>37-1</b>
<b>CHAPTER 38: TECHNICAL INFORMATION .....</b>	<b>38-1</b>
<b>CHAPTER 39: CONSTRUCTION COST IMPACTS .....</b>	<b>39-1</b>
<b>CHAPTER 40: CONSOLIDATED STAFF POSITION LIST.....</b>	<b>40-1</b>
<b>CHAPTER 41: SPACE PROJECTION &amp; THE PROTOSPC TOOL .....</b>	<b>41-1</b>
<b>CHAPTER 42: SPACE STANDARDS .....</b>	<b>42-1</b>
<b>CHAPTER 43: GLOSSARY .....</b>	<b>43-1</b>

## TABLE OF FIGURES

<b>FIGURE 2.1: SPC FACILITY ADMINISTRATIVE STRUCTURE.....</b>	<b>2-1</b>
<b>FIGURE 3.1: DIAGRAM OF MULTIPLE STORY SINGLE STRUCTURE FACILITY.....</b>	<b>3-2</b>
<b>FIGURE 3.2: DIAGRAM OF CAMPUS FACILITY .....</b>	<b>3-2</b>
<b>FIGURE 3.3: EXAMPLE OF CAMPUS DETENTION FACILITY .....</b>	<b>3-3</b>
<b>FIGURE 3.4: DIAGRAM OF CONSOLIDATED FACILITY DESIGN.....</b>	<b>3-3</b>
<b>FIGURE 3.5: IMAGE OF MAIN CIRCULATION SPINE IN CONSOLIDATED FACILITY .....</b>	<b>3-3</b>
<b>FIGURE 4.1: SPC ORGANIZATION CHART .....</b>	<b>4-1</b>
<b>FIGURE 4.2: DETAILED SPC ADMINISTRATION ORGANIZATION CHART .....</b>	<b>4-2</b>
<b>FIGURE 6.1: SECURITY ZONES.....</b>	<b>6-4</b>
<b>FIGURE 10.1: COMPONENT ADJACENCIES .....</b>	<b>10-3</b>
<b>FIGURE 11.1: COMPONENTS REQUIRING OR RELATING TO PUBLIC ACCESS .....</b>	<b>11-2</b>
<b>FIGURE 11.2: COMPONENTS REQUIRING OR RELATING TO DIRECT ROUTINE ACCESS BY DETAINEES .....</b>	<b>11-3</b>
<b>FIGURE 11.3: SERVICE COMPONENTS REQUIRING TRANSPORT OR SERVICE VEHICLE ACCESS.....</b>	<b>11-4</b>
<b>FIGURE 11.4: FACILITY ACCESS PATTERNS .....</b>	<b>11-5</b>
<b>FIGURE 11.5: PRIMARY SECURITY PERIMETERS.....</b>	<b>11-6</b>
<b>FIGURE 11.6: SECURE OPEN SPACES FOR OUTDOOR RECREATION.....</b>	<b>11-7</b>
<b>FIGURE 11.7: SAMPLE CIRCULATION PATTERNS WITHIN DETENTION FACILITIES.....</b>	<b>11-8</b>
<b>FIGURE 17.1: EOIR COURT FLOWS &amp; ADJACENCIES .....</b>	<b>17-3</b>
<b>FIGURE 23.1: HIERARCHY OF SPACES IN HOUSING FACILITIES .....</b>	<b>23-3</b>
<b>FIGURE 23.2: DORMITORY WITH MODULAR FURNITURE .....</b>	<b>23-6</b>
<b>FIGURE 23.3: VIEW OF DAYROOM.....</b>	<b>23-7</b>
<b>FIGURE 23.4: ILLUSTRATION OF HOUSING CELLS WITH A MEAAZNINE LEVEL ARRAYED AROUND A SUPERVISION POST .....</b>	<b>23-10</b>
<b>FIGURE 23.5: HOUSING GEOMETRIES.....</b>	<b>23-10</b>

<b>FIGURE 23.6: ELONGATED HOUSING GEOMETRIES TO REDUCE CONSTRUCTED AREA .....</b>	<b>23-10</b>
<b>FIGURE 23.7: CONCAVE FOOTPRINT GEOMETRIES TO REDUCE CONSTRUCTED AREA .....</b>	<b>23-11</b>
<b>FIGURE 23.8: SUB-DIVIDING A FOOTPRINT TO FORM HOUSING PODS.....</b>	<b>23-11</b>
<b>FIGURE 23.9: EXAMPLE HOUSING FLOOR PLAN .....</b>	<b>23-12</b>
<b>FIGURE 23.10: EXAMPLE HOUSING MEZZANINE FLOOR PLAN.....</b>	<b>23-13</b>
<b>FIGURE 24.1: PROCESSING COUNTER .....</b>	<b>24-4</b>
<b>FIGURE 26.1: VIEW OF TYPICAL CENTRAL DINING .....</b>	<b>26-3</b>
<b>FIGURE 26.2: DAYROOM DINING AREA .....</b>	<b>26-4</b>
<b>FIGURE 38.1: CONCERTINA FENCE SECTION .....</b>	<b>38-15</b>
<b>FIGURE 41.1: CORRELATION OF ROOM SIZE WITH EFFICIENCY FACTOR.....</b>	<b>41-13</b>
<b>FIGURE 42.1: PUBLIC RECEPTION &amp; METAL DETECTOR .....</b>	<b>42-8</b>
<b>FIGURE 42.2: PUBLIC WAITING .....</b>	<b>42-8</b>
<b>FIGURE 42.3: OPTION 1 EOIR COURTROOM PLAN WITH LONG BENCH.....</b>	<b>42-9</b>
<b>FIGURE 42.4: OPTION 2 EOIR COURTROOM PLAN WITH CENTER BENCH &amp; DETACHED INTERPRETER CLERK STAND.....</b>	<b>42-9</b>
<b>FIGURE 42.5: OPTION 3 CENTER BENCH AND ATTACHED INTERPRETER CLERK STAND .....</b>	<b>42-10</b>
<b>FIGURE 42.6: OPTION 4 EOIR COURTROOM PLAN WITH A CORNER BENCH.....</b>	<b>42-10</b>
<b>FIGURE 42.7: JUDGE’S CHAMBERS SUITE.....</b>	<b>42-11</b>
<b>FIGURE 42.8: OPEN WORKSTATION.....</b>	<b>42-11</b>
<b>FIGURE 42.9: SMALL ENCLOSED OFFICE.....</b>	<b>42-12</b>
<b>FIGURE 42.10: LARGE ENCLOSED OFFICE.....</b>	<b>42-12</b>
<b>FIGURE 42.11: SHARED OFFICE .....</b>	<b>42-13</b>
<b>FIGURE 42.12: COPIER .....</b>	<b>42-13</b>
<b>FIGURE 42.13: COFFEE COUNTER.....</b>	<b>42-14</b>
<b>FIGURE 42.14: MAIL/FAX/STORAGE .....</b>	<b>42-15</b>
<b>FIGURE 42.15: WAITING .....</b>	<b>42-16</b>

---

<b>FIGURE 42.16: SMALL MEETING/DISCIPLINARY HEARING .....</b>	<b>42-16</b>
<b>FIGURE 42.17: CONFERENCE, CAN VARY .....</b>	<b>42-17</b>
<b>FIGURE 42.18: CLASSROOM/MUSTER, CAN VARY .....</b>	<b>42-17</b>
<b>FIGURE 42.19: ARMORY .....</b>	<b>42-18</b>
<b>FIGURE 42.20: SALLYPORT .....</b>	<b>42-18</b>
<b>FIGURE 42.21: CENTRAL CONTROL, WITH FRONT OR UNDER COUNTER SERVICE ACCESS .....</b>	<b>42-19</b>
<b>FIGURE 42.22: SINGLE CELLS.....</b>	<b>42-20</b>
<b>FIGURE 42.23: MEDICAL ISOLATION CELL .....</b>	<b>42-21</b>
<b>FIGURE 42.24: MEDICAL EXAM WITH PHYSICIAN DESK / WITHOUT PHYSICIAN DESK.....</b>	<b>42-22</b>
<b>FIGURE 42.25: CLEAN UTILITY/LAB.....</b>	<b>42-23</b>
<b>FIGURE 42.26: NON-CONTACT VISITING .....</b>	<b>42.24</b>
<b>FIGURE 42.27: RECREATION YARD .....</b>	<b>42-25</b>
<b>FIGURE 42.28: JANITOR CLOSET.....</b>	<b>42-25</b>
<b>FIGURE 42.29: STAFF TOILET .....</b>	<b>42-26</b>
<b>FIGURE 42.30: PUBLIC TOILET.....</b>	<b>42-26</b>

**TABLE OF TABLES**

<b>TABLE 9.1: SERVICE DELIVERY MATRIX.....</b>	<b>9-2</b>
<b>TABLE 38.1: CODES &amp; STANDARDS COMPARISONS, PART I .....</b>	<b>38-7</b>
<b>TABLE 38.1: CODES &amp; STANDARDS COMPARISONS, PART II.....</b>	<b>38-11</b>
<b>TABLE 38.3: TYPICAL FINISH .....</b>	<b>38-19</b>
<b>TABLE 38.4: WET FINISHES .....</b>	<b>38-20</b>
<b>TABLE 38.5: DETENTION CONSTRUCTION .....</b>	<b>38-23</b>
<b>TABLE 38.6: DOOR CONTROL.....</b>	<b>38-24</b>
<b>TABLE 38.7: VIDEO SURVEILLANCE .....</b>	<b>38-27</b>
<b>TABLE 38.8: PLUMBING SERVICE .....</b>	<b>38-31</b>
<b>TABLE 38.9: FIRE DETECTION, ALARM &amp; CONTROL SYSTEMS.....</b>	<b>38-32</b>
<b>TABLE 39.1: UNIT COSTS.....</b>	<b>39-3</b>
<b>TABLE 40.1: SHIFT RELIEF CALCULATION .....</b>	<b>40-2</b>
<b>TABLE 40.2: LIST OF POSITIONS.....</b>	<b>40-3</b>
<b>TABLE 41.1: DEPARTMENT SUMMARIES, EXAMPLE 400 BED SPC FACILITY .....</b>	<b>41-14</b>
<b>TABLE 41.2: DETAILED SPACE LIST, EXAMPLE 400 BED SPC FACILITY .....</b>	<b>41-15</b>
<b>TABLE 41.3: DEPARTMENT SUMMARIES EXAMPLE 1,000 BED SPC FACILITY .....</b>	<b>41-34</b>
<b>TABLE 41.4: DETAILED SPACE LIST, EXAMPLE 1,000 BED SPC FACILITY .....</b>	<b>41-35</b>
<b>TABLE 41.5: DEPARTMENT SUMMARIES, EXAMPLE 1,600 BED SPC FACILITY .....</b>	<b>41-55</b>
<b>TABLE 41.6: DETAILED SPACE LIST, EXAMPLE 1,600 BED SPC FACILITY .....</b>	<b>41-56</b>
<b>TABLE 42.1: SPACE STANDARDS .....</b>	<b>42-1</b>

# CHAPTER 1: INTRODUCTION

*This chapter establishes the purpose of the Guide, the intended users, the application of the information to actual projects and the organization of the information in the Guide.*

## **Purpose of the GSPC Guide**

The Generic Detainee Service Processing Center Reference Guide (hereinafter referred to as the GSPC Guide) contains criteria and concepts for the planning and design of INS Service Processing Centers. It identifies general architectural design issues, defines operational planning premises, describes design concepts, categorizes spaces, and characterizes specific building requirements for the facilities.

The objective of the Guide is to establish operational directions and architectural relationships for future SPC facilities. The decisions made and policies adopted during the development of the Guide are intended to provide direction and guidance during the planning and design of future SPCs, as well as reduce the amount of effort and time required to develop future projects.

## **Users of the GSPC Guide**

This document is intended for all individuals involved in the planning and design of SPC facilities including architects and engineers, INS staff located at Headquarter, Regional, and District offices assigned to Detention and Removal, Engineering Design and Construction, and any other INS agencies involved. This document is also intended to communicate INS requirements to other government agencies providing design, construction, and facility management services such as the General Services Administration (GSA) or Corps of Engineers (Corps).

## **Application of the GSPC Guide**

The architectural information contained in the GSPC Guide should be viewed as INS policy applicable to the design of all SPC facilities. It provides the user with clear guidance on project requirements, conceptual solutions, and specific technical details. The information is intended to focus the user on meeting INS needs, to educate regarding design of detention facilities, and to establish design performance conditions as well as to provide design solutions.

As the title of the document suggests, the requirements are generic. Specific applications such as the mission of the proposed facility, site conditions, ability to receive service support from local communities and other institutions, and climatic differences must be considered.

The GSPC Guide provides instructions that must be met, alternative acceptable solutions and design issues the user should consider. For instructions that must be met, the user shall comply and provide final designs that meet the instructions. Alternative acceptable solutions provide the user with flexible choices to react to variations unique to the specific project. Issues being considered help the user understand the context of the problem and the needs of the INS.

The information in this document can be used in assessing the appropriateness of converting other types of buildings into SPCs. Existing facilities can be assessed to determine:

- if adequate area exists to support the housing and service needs of the anticipated detainee populations,
- if the structure is economically suitable for modification into a detention structure, and
- if appropriate operational relationships can be established within the structure.

The GSPC Guide is not a project manual. The process by which projects are developed is a function of administrative procedures established by the INS. This Guide is not a Standard Operating Procedure manual. The design of a facility must take into account the operational policies of the facility, as communicated by the SPC Administrator and their delegates.

The Guide is intended for INS direction only. As such, its application shall not prevent the INS from acquiring the most suitable space available through contract detention services or lease when construction or renovation is not feasible. No deviation shall in and of itself give rise to any cause of action against the United States.

## **Organization of the GSPC Guide**

The GSPC Guide is organized to provide conceptual and technical information in a structured manner. Each chapter has an objective, defined at the beginning, with the contents of each chapter arranged to accomplish the objective of that chapter. The initial chapters cover general objectives and information, establishing the framework for material presented in subsequent chapters. The subsequent chapters provide in-depth explanations and detailed information on issues and requirements. For *general concepts and definitions*, the user should reference *Section II: General Information*. For *specific design requirements*, the user should reference the chapters addressing the particular category of information in *Section III: Facility Components* and *Section IV: Technical Information*.

## CHAPTER 2: SPC FACILITY

*This chapter establishes the basic purpose of SPC facilities, the goals and mission, and basic guiding principles in both the concept design and operation of Service Processing Centers.*

### ***Purpose***



**Figure 2.1 SPC Facility Administrative Structure**

A Service Processing Center (SPC) is a detention facility where the INS detains those who have entered the United States illegally or violated their immigration status. The purpose of this facility is to provide a place of detention for aliens who are taken into custody pending completion of their deportation case, released on their own recognizance, or pending release. The SPC's purpose is not for punishment, correction, or reformation, nor is the SPC used to confine direct street arrests. Federal and state prisoners may, however be held in SPC facilities.

The INS uses Service Processing Centers (SPC) to process and detain apprehended aliens who are illegally in the United States, regardless of whether the alien entered the United States illegally or entered legally but subsequently violated the terms of his or her visa. All detained individuals are transferred from other institutions or facilities to the SPC. Legal processing of detainees and determination of custody status is done prior to arrival at the SPC.

### ***Background***

The population detained in SPC facilities consists of alien individuals from as many as forty countries. A large percentage of individuals detained have a criminal history. This number is on the rise, resulting in increased security requirements within the SPC.

The INS statutory authority permits detention of aliens in deportation proceedings for such a period of time as is necessary to effect their deportation, not to exceed six months beyond the date of final order of deportation. Due to the appeal process and circuit court of appeals review,

the date of final order of deportation may, in some cases, extend the total period of detention beyond six months. The SPC cannot offer early release through participation in work or other programs. Because of the short length of stay, it is difficult for the staff to thoroughly assess behavior and security risks.

The average length of stay for a detainee is approximately 45 days, though some individuals may remain for up to two years. The length of stay is not determined by a sentence, but rather by the speed with which the detainee's case can be prosecuted and the length of time required to arrange for deportation or release. The SPC is responsible for the welfare of the alien and must provide food, housing, medical and emergency dental care, clothing, and reasonable recreational facilities. While the facility may house male and female detainees, it must separate them by sight and sound.

### ***Managing Authority of the SPC***

A number of SPC facilities are operated by other private concerns under contract to the INS. These facilities must be organized and managed according to INS standards. When managed by the INS, the SPC facilities are the responsibility of HQDRO. The facility is under the jurisdiction of the District Director in the city and State where it is located and has INS or INS-controlled staff responsible for the care and custody of detained aliens.

### ***INS Authority to Detain***

The INS, an agency of the Department of Justice, is the authority responsible for the enforcement of the Immigration and Naturalization Laws and for the promulgation of regulations pertaining to those laws. As part of its function, INS is required to present for deportation pursuant to administrative or civil process, those aliens charged with violations of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. In such cases, statutory authority (8 USC 1252) provides for the detention of those aliens for the above purposes. This also provides for the establishment and maintenance of facilities by the INS for this function. Section 1252 of title 8 of the United States Code corresponds to sections of the Immigration and Nationality Act and of parts of chapter I of title 8 Code of Federal Regulations.

Aliens are detained under administrative provisions of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 and Code of Federal Regulations (CFR) 8 Sections 232, 235, 236 & 241. Aliens are not detained under the criminal code. The INS Detention and Deportation Division is responsible for aliens detained under the following administrative provisions set out by the CFR Section 8:

- *Detention of Aliens for Physical and Mental Examination (Section 232)*, which applies to medical examinations required of an alien who files an application for status as a permanent resident.
- *Inspection of Persons Applying for Admission (Section 235)*, which applies to aliens who are awaiting a final determination regarding their application for admission into the U.S.
- *Apprehension and Detention of Inadmissible and Deportable Aliens; Removal of Aliens Ordered Removed (Section 236)*
- *Apprehension and Detention of Aliens Ordered Removed (Section 241)*, which applies to aliens who are awaiting a final determination as to their right to remain in the U.S.

## Guiding Principles & Goals

This section contains the policy directives and end performance results desired by the INS. The following statements are the guiding principles and goals for the facility. These statements are qualitative in nature and reflect the attitudes and philosophies of the INS on the general issues faced in planning an SPC.

1. The SPC facilities shall comply with the INS Standards for Detention prepared by Headquarters Detention and Removal Operations.
2. The facility must use the public funds provided for its operation in an efficient and fiscally responsible manner.
3. The facility will be self sufficient in providing the necessary administrative space, processing areas, sleeping and recreation areas, food preparation, maintenance, and laundry services. For small facilities, food service and laundry may be contracted with outside sources.
4. The capacity of new SPC facilities shall be approximately 400 to 2,000 detainees in rated beds (not including medical observation or segregation beds), depending upon Regional and District needs.
5. Building utility, food preparation, laundry, and medical clinic services will be provided at SPC facilities.
6. Areas will be provided for the following: all administrative functions of the facility; areas for visitation; courtroom and judges chambers for determining status; and support activities for personnel including locker rooms, conference room, toilets, control room, and equipment room. The SPC shall provide facilities for detainees to meet confidentially with attorneys.
7. Facilities will be provided for the following: housing include sleeping areas, dayrooms, toilets and showers; processing areas for incoming and departing detainees with waiting, search, photographing, fingerprinting, interviewing, property storage, and medical screening; and recreation facilities for both indoor and outdoor activities.
8. Housing is in dormitory and single and double cells. Sufficient quantity of single-cell and double-cell housing is required to provide the SPC management with appropriate tools to separate security risk detainees and maintain a safe and normal environment for the staff and detainee population.
9. Depending on the size and layout of the SPC, the detainees may eat their meals at a central location or in the dayrooms of the housing units.
10. SPC facilities house men and women, depending upon the need. Some housing areas must be flexible to accommodate either sex. Areas detaining women must be acoustically and visually separated from areas holding men and vice versa.
11. The detainee population shall be divided into manageable groups. The facility is planned for a ratio of one staff member supervising 56 detainees.

12. The SPC will provide facilities for detainee industry programs.
13. The SPC shall orient all incoming detainees on their rights and institution rules and services.
14. Detainees must be treated humanely and with dignity. Staff members are placed directly within the detainee occupied areas to maintain control and communication.
15. General population detainees will be allowed to move around within secure perimeters, with some restrictions. High security risk detainees will be restricted to their housing unit and not be granted the same degree of movement as the general population.
16. Services such as commissary, laundry exchange, programs, sick call, and library will be provided close to, or within housing areas to increase their accessibility.
17. The facility must provide a safe, secure, and normative working environment for its employees. Staff training facilities will be available.
18. All staff must have the back up of a secure post.
19. A secure perimeter is provided to assure containment of the detainee. Access through the primary secure perimeter will be limited to two points: the main sallyport and the vehicular sallyport.
20. As directed by the EOIR, the EOIR Court will be located outside the secure perimeter in a secondary secure perimeter. Access for the public will be from the public lobby. Access for detainees will be through the main sallyport.

# CHAPTER 3: SPC DESIGN

*This chapter examines basic designs of SPC facilities, design considerations, SPC construction and performance goals, and bodies of standards with which the facility must conform.*

## **SPC Design**

The GSPC Guide presents three configurations of SPC prototype designs in response to climate, urban, and rural settings. These three configurations are multi-story single structure, campus, and consolidated facility designs. Facility size is determined using a prototype model, which is calculated based on detainee population size, and staffing ratios. SPC facilities may also exist as a sub component to other buildings or facilities. In some cases INS detention spaces may be part of another detention institution or part of a federal facility.

### ***Location***

The majority of the existing SPCs are usually located near the border of the United States where border crossings are most prevalent, to facilitate the mission of the Border Patrol and the major Ports-Of-Entry (POE).

Determination of SPC location (urban or rural area) directly affects the following:

- a) buildable area available;
- b) the degree of utility, fire protection, medical, and other services that are received from the local communities;
- c) the access of families to the detainee;
- d) the available pool of labor for staff positions;
- e) competition from other detention institutions for trained staff;
- f) sensitivity to adjacent land use; and
- g) community sentiment to incarceration facilities.

### ***Facility Size***

Facility size may be determined using a prototype model that is based on detainee population size and staffing ratios. The capacity of SPC facilities may vary anywhere from approximately 400 to 2,000 detainees.

As facility size increases, the task of providing adequate supervision of the detainee population and the opportunity for personal contact and becoming familiar with detainees is more difficult. Smaller facilities have limited resources and facilities.

In response to these tendencies, each size facility reflects different approaches to resolving the mission and goals. For larger facilities, the response is to provide a higher degree of specialization of functions and more structure to the processing and treatment of detainees. For

smaller facilities, the response is to adapt spaces for multiple functions and to develop smaller housing units to allow separation of population groups.

### ***Climatic Considerations***

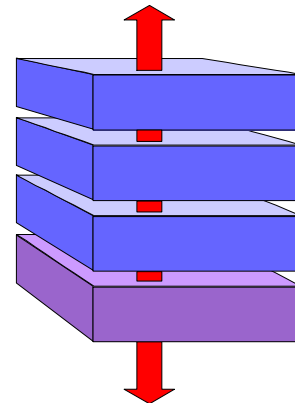
Climatic differences between the regions also influence the design and operation of SPCs. Cold and inclement weather restricts outside activities in northern areas, requiring more interior activity space. Passageways and recreational areas require protection from the elements. In addition, the facility construction must respond with variations in insulation, sun exposure, and drainage.

### ***Multi-Story, Single Structure Design***

A multi-story, single-structure facility responds to factors affecting facilities located in an urban setting. Urban settings can be characterized as having limited buildable site area, thereby necessitate a multi-story structure confined in building footprint size.

The facility may even be incorporated into federal high-rise structures serving other agencies. The local community provides a high degree of fire protection and medical services. The facility has the benefit of municipal utility connections, including water supply, sewage treatment, waste disposal, and gas connections. Local maintenance, repair, and supply sources are greater, reducing the amount of storage and space needed on site. Local training facilities, including police academies, universities, and colleges reduce the amount of on-site training required.

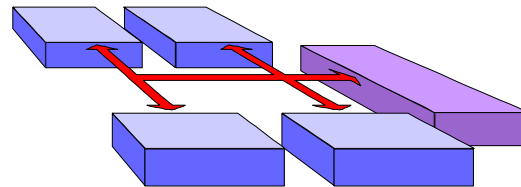
The impact of opposition from neighboring residential land use should be considered when selecting urban sites. Exposed bare concrete and concertina wire are not desirable for facilities placed in residential or business communities. The aesthetic image of the facility should blend with and compliment the local context.



**Figure 3.1 Diagram of Multiple Story Single Structure Facility**

### ***Campus Design***

A campus facility responds to factors affecting facilities located in a rural setting. This setting is characterized as having adequate buildable site area, thereby allowing components to be located in separate structures. These structures can be dispersed on the site to allow for visual observation and security separation buffers.



**Figure 3.2 Diagram of Campus Facility**

Rural settings generally have less immediate fire protection and medical services available from local communities. (The closest community with hospital service may be many miles away.) Often the facility must provide its own water supply and sewage treatment. Solid waste is normally disposed of in public landfills or other public solid waste systems. Extremely remote facilities may provide their own landfill facilities to deal with solid waste, though these solutions present additional problems in designing and approving development of the particular SPC. SPC's located in remote areas may not have access to training facilities for the staff, and therefore have to provide more intensive internal training at the facility.

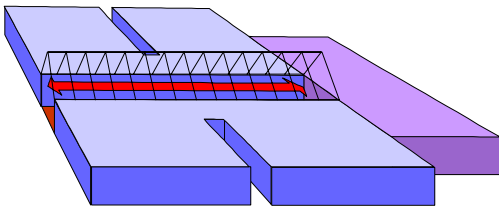
The amount of high-technology equipment and construction, such as computer-programmed door controls and special-sized poly-carbonate clad glazing, should be limited due to difficulty in obtaining service and replacement parts. For automated controls, manual backup should be provided. Additional area is required for general maintenance and storage due to scarcity of repair and supply sources.



**Figure 3.3 Example of Campus Detention Facility**

### ***Consolidated Facility Design***

In more northerly climates, a consolidated facility design may be considered. The consolidated facility design, like the campus design, is often located in a more rural setting and responds to many of the same design factors as the campus design. More closely spaced building areas and interconnection of buildings further characterize the consolidated facility design by central circulation spines. In many cases building design in northern climates attempts to minimize exterior wall space in order to economize on building heating and cooling costs.



**Figure 3.2 Diagram of Consolidated Facility Design**

**Figure 3.3 Image of Main Circulation Spine in Consolidated Facility**



## Applicable Standards

The design, construction, and operation of an SPC must comply with the following standards prepared by HQDRO Washington, D.C. It is the intent of the INS to use these standards as a basis for evaluating its own detention policies and programs.

*INS Standards for Detention*, current edition.

*INS Physical Security Standards*, current edition.

*Hold Room Design Standards*, current edition.

The INS does not maintain a building code, but rather refers to local building codes for safety and welfare criteria. The INS is required to comply with a model building code as directed by the Public Buildings Amendments of 1988, Public Law 100-678, 102 Stat. 4049-4054, enacted November 17, 1988 - Section 6 adding Section 21 to the Public Buildings Act of 1959.

The following are building codes that may apply to an individual SPC, depending upon the location of the project:

*Uniform Building Code (UBC)*, current edition.

*Southern Standard Building Code (SSBC)*, current edition.

*National Building Code (BOCA)*, current edition.

*National Fire Protection Association Life Safety Code 101*, current edition. Compliance with this code is mandatory for all facilities.

*State of California Title 24/Building Code* (incorporating UBC with 1990 California Amendments). While the State of California does not have jurisdiction, SPC facilities located in California may use this code body as allowed by the Public Buildings Law.

The SPC must comply with the following standards for accessibility:

*Uniform Federal Accessibility Standard*, 1988.

State or local facilities providing detention capacity to the INS must comply with *Americans with Disabilities Act (ADA)*, Title II.

Facilities operated by private contracts must comply with *Americans with Disabilities Act (ADA)*, Title III.

The following detention standards are provided solely as a reference and background to help the user in understanding local practices.

*American Correctional Association (ACA) Standards for Adult Local Detention Facilities*. INS, in developing the INS Standards for Detention, has drawn heavily from the standards developed by the ACA. Differences from the standards as written by the ACA and the INS Standards reflect the differences between adult local detention facilities (primarily county jails) and INS SPC facilities.

*ACA Planning and Design Guide for Secure Adult and Juvenile Facilities*. INS, in developing the INS Standards for Detention, has drawn heavily from the standards

developed by the ACA. Differences from the standards as written by the ACA and the INS Standards reflect the differences between adult local detention facilities (primarily county jails) and INS SPC facilities.

*Texas Commission on Jail Standards, Minimum Jail Standards.* While the State of Texas does not have jurisdiction over SPC facilities, many of the SPC facilities are located in Texas.

*Title 15/Jail Operations.* While the State of California does not have jurisdiction over SPC facilities, many SPC facilities are located in California. If the INS refers to local building codes, these documents will apply.

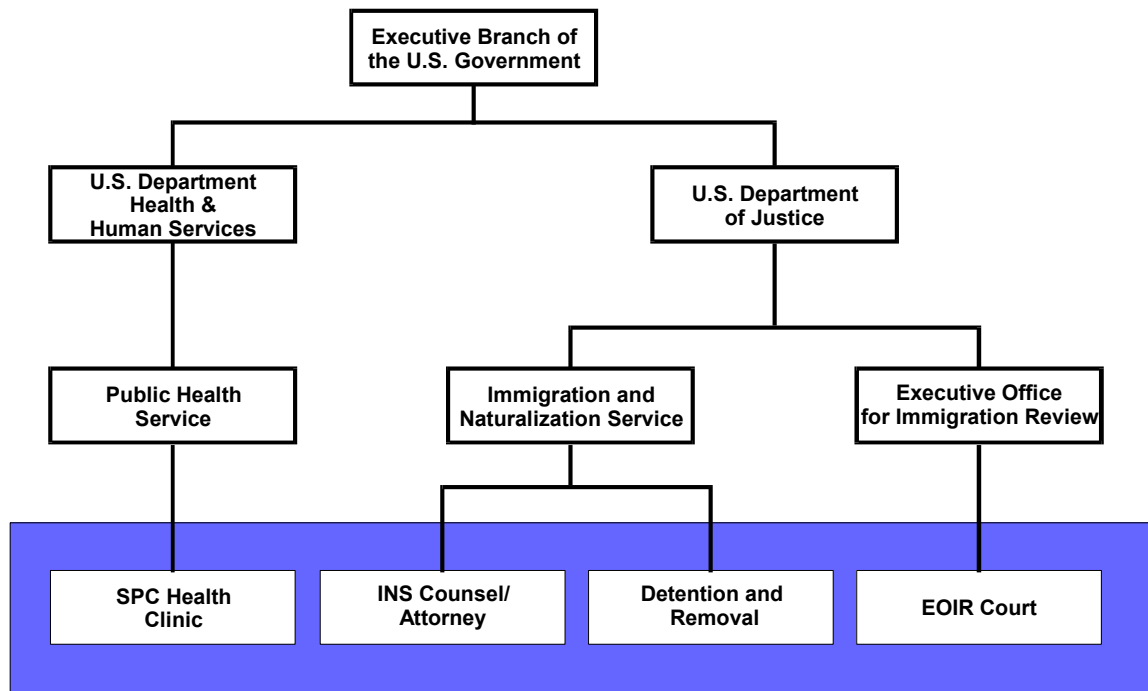


# CHAPTER 4: ADMINISTRATIVE ORGANIZATION

*This chapter describes the formal reporting and command structure established for the staff.*

Three agencies are present within the SPC: Detention and Removal Operations (DRO), Executive Office of Immigration and Review (EOIR) and Public Health Service (PHS). These groups' respective areas of responsibility are:

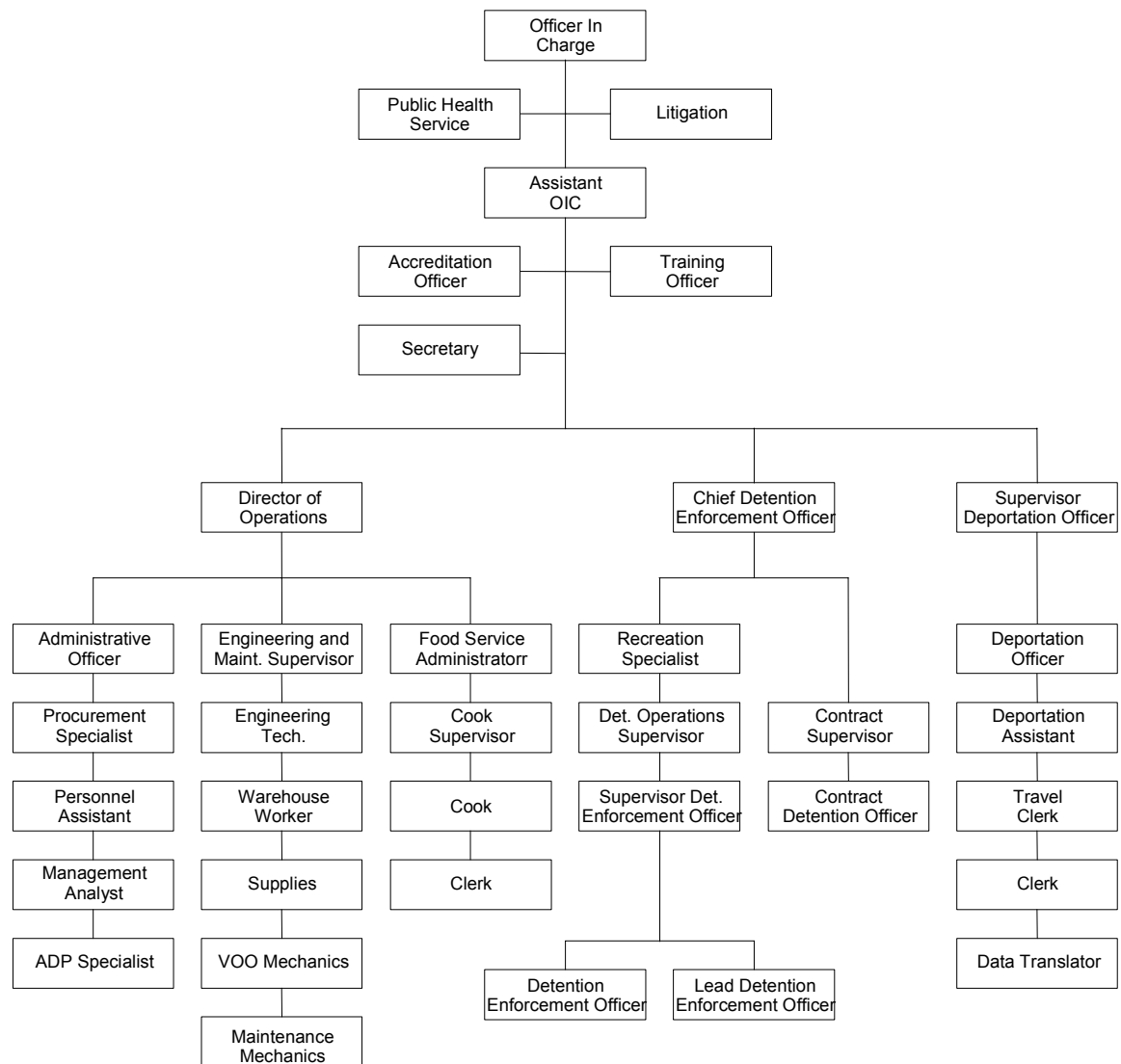
1. Detention and Removal Operations, which is responsible for managing the detainees, presenting cases for deportation and executing deportations.
2. Executive Office of Immigration Review (EOIR), which is part of the Department of Justice, is responsible for conducting the court hearings.
3. Public Health Service (PHS), which is part of the Department of Health and Human Services, is responsible for providing health services.



**Figure 4.1 SPC Organization Chart**

The SPC Facility Administrator directs both INS and contract staff who provide supervision and service within the SPC. The SPC may use contract staff to provide housing supervision and to manage some service delivery such as, food service, laundry service, and Commissary. Religious services will be provided by religious organizations. Educational services may be provided by local educational institutions including school districts and community colleges.

The following is a generic administrative organization chart of an SPC.



**Figure 4.2 Detailed SPC Administration Organization Chart**

# CHAPTER 5: OPERATIONAL COMPONENTS

*This chapter describes the operational organization of an SPC. The operational organization is the separation of various functions within the facility into quantifiable components.*

The components are derived from categorizing the personnel groups and service activities of an SPC. The level of security required determines how the components are grouped.

**Office Components** - Normal office setting for administrative and public functions of the SPC. (They are located outside the secure perimeter.)

**Detainee Living Components** - Located inside the secure perimeter they are used by the detainees during their normal daily routine.

**Service Components** - Service functions for the SPC detainee population. They are typically placed in a secure area because detainees require frequent access to them or are given work details in the components.

**Facility Support Components** – These elements support the facility but do not provide direct services to the detainees and may be located outside the secure perimeter.

## Office Components

They provide a normal office setting for administrative and public functions of the SPC. These areas include Public Areas, Deportation, INS Court Attorneys, SPC Administration, plus Staff Services and Training. Office components do not have direct contact with or are not used by the detainees; performing functions outside of the primary security perimeter.

**Public Areas:** Spaces designated for receiving and supporting public visitors within the SPC.

**Deportation:** Staff, activities, and spaces of the deportation section of Detention and Removal Operations (DRO) within the SPC.

**INS Court Attorneys:** Attorneys who prosecute the cases.

**SPC Administration:** Headed by the Facility Administrator directing and managing the SPC; including the staff and spaces required for this function.

**Staff Services and Training:** Spaces to be used for training and those areas used exclusively by the employees.

## Court and Public/Detainee Interface Components

**The Executive Office for Immigration Review (EOIR).** This component includes the EOIR work area and courtroom space, and is an interface area between the court personnel, the DDP staff, the public, and detainees under restraint. It requires a secure area demised from the rest of the SPC. The purpose of a distinct secure perimeter for the EOIR courtroom is twofold: (1) to allow general public to enter without going through the secure perimeter of the main facility; and, (2) to ensure a secure perimeter for an area where detainees are present. Detainees who have attended proceedings in the court component and may have come in contact with individuals from the public should be searched prior to returning to other secure zones. Public attending hearings or proceedings should be given a secure screening prior to admission.

**Attorney/Contact Visiting.** These facilities involve the interface between public and detainees and require special security consideration. They require a secure area demised from the rest of the SPC. A distinct secure perimeter for contact visiting allows the general public to enter without going through the secure perimeter of the main facility; and still providing a secure perimeter for an area where detainees are present. Detainees who may have come in contact with individuals from the public should be searched prior to returning to other secure zones. Public, including attorneys, who may come in direct contact with detainees during a visit should be given a secure screening prior to admission.

## Detainee Living Components

Security Command, Housing, Commissary, Visiting, Programs, Recreation, Law Library/Recreational Library, and Food Service Dining are functions that are used by detainees during their normal daily routine. These components must be located in a secure setting.

**Security Command:** Facilities for the security officers, central control, and other spaces specifically required to maintain security control. Detainees are restricted from this component.

**Housing:** All the spaces associated with detainee sleeping, dayroom, showering, and toiletry functions. Other functions that may require space at the housing area include food service, leisure and recreational activities, program, counseling, and education.

**Commissary:** The spaces required to provide sale of snacks and personal care items to the detainees.

**Programs:** Spaces and activities allocated for religious services, educational programs, counseling, and other social programs offered to the detainees.

**Recreation:** Areas included with the housing component to allow detainees to have indoor and outdoor exercise and recreation, beyond the dayroom space.

**Law Library/Recreational Library:** Facilities giving detainees access to legal reference material and a leisure reading area.

**Food Service Dining:** Dining is located in the security zone with normal detainee movement. It is separated from the food preparation areas by a secondary secure perimeter.

## Service Components

The following components provide services necessary for supporting detainees while they live in the institution. They include: Processing, Health Services, Food Service, Laundry, Detainee Work/SPC Industries, Warehouse and Supply, Maintenance, Mailroom, and Central Utility Plant. Detainees may be present as part of work details or access these components to receive services under closely supervised conditions. These components require a secure zone separate from general detainee routine activities.

**Mailroom:** Staff in the mailroom receive, inspect, process, and deliver mail within the SPC. A small interview room is required adjacent to the Mailroom where detainee special correspondence may be opened in the presence of the detainee.

**Processing:** Staff, activities and spaces required to receive, transfer, and release detainees.

**Visiting:** Spaces and activities provided to allow detainees visitation with families and attorneys. Detainee access to this component is controlled by security staff.

**Health Services:** Staff, activities, and spaces of the U.S. Public Health Service that provide health services to the detainees. The level of mental, medical, and dental services provided is described later in the Design Guide.

**Food Service Preparation:** Staff, equipment, furnishings, activities, and spaces required to prepare food service for the detainees within the facility. Dining spaces are discussed in Chapter 26.

**Laundry:** Spaces and activities necessary to provide and launder institutional clothes, bedding, and other linen.

**Detainee Work/SPC Industries:** Work available to detainees' and other requirements for any special work programs to be established above those required for operation of the SPC.

## Facility Support Components

The following components provide support services to the facility, though not directly to the detainees, and generally are not accessed or occupied by detainees. These components may be located outside the secure perimeter.

**Warehouse and Supply:** Spaces and staff provided to receive, store, and distribute general supplies for the SPC. This space may be located either inside or outside the primary secure perimeter and protected from unauthorized access to prevent theft of institutional inventories.

**Maintenance:** Shop, storage spaces, and staff required for the physical upkeep of the facility. This space may be located either inside or outside the primary secure perimeter and should also be protected from general access to guard against theft of valuable tools.

**Central Utility Plant:** All central utilities to the facility to include: water; power; heating; and cooling. The Central Utility Plant (CUP) is also equipped with emergency power generating equipment. Controlled access is necessary to guard against sabotage of essential facility services.

# CHAPTER 6: SECURITY ZONES & PERIMETERS

*This chapter describes the separation of the various functions into security zones, the type of perimeter each zone requires, detainee movement allowed within each zone, and the systems used to control entrance into each zone.*

## Security Zones

The secure zones of the facility correspond to the degree of detainee and public access required in the components. General zones within the facility include the following:

- **Office Zone.** A non-secure area located outside the secure perimeter, but requiring screening and control of any public entering the area. Security provisions should be appropriate for any government office area with confidential information. Access needs to be controlled and the building envelope should be monitored to detect unauthorized entry; though it does not need special hardened construction. Direct emergency egress may be provided. Points of public or service access must be readily identifiable with proper signage. (Flagpoles are popular devices used to identify public entrances.) Access points (both public and service) require a means of audible and visual communication with the controlling point, usually the Central Control.
- **Court/Interface Zone.** This zone is a secure interface zone. The area should be in its own secure perimeter, contiguous with but separate from the main facility primary secure perimeter. Access will be by hardened commercial grade doorways, with special controls for general and emergency egress. The perimeter barriers, electronic controls, and procedures should be at the same level as the other secondary secure perimeters.
- **Detainee Living Zone.** A secure zone with normal routine detainee movement, within the primary secure perimeter. Components within this zone should be separated from each other by secondary secure perimeters. Detainee movement between each component will be monitored by housing security staff.
- **Service Zone.** It is located inside the primary secure perimeter with restricted detainee movement. Components should be separated from each other by secondary secure perimeters. Detainee movement to any component will be by direct escort or continuously monitored/controlled movement, with staff control of each individual detainee passing into or out of a component.
- **Facility Support Zone.** A restricted zone limited to staff and service vendors who provide vital services to maintain functions of the facility. These areas are not accessed by the detainees.

**Special Security Areas.** Special areas may require additional security separation. These areas include: Central Control, Armory, Pharmacy, and the Food Service Cutting Room. They should be separated from other areas by primary security perimeter grade barriers and electronic monitoring systems. Specific standard operating procedures are used to maintain the integrity of security for these areas.

## Secure Perimeters

Perimeters may vary by the degree of security they provide. Very hard primary perimeters, which should be provided around all detainee occupied areas, guard against breaches in security and provide public safety. Secondary perimeters mainly serve to protect the staff and control detainee activity. They do not require the same degree of construction as primary perimeters.

The perimeter around each security zone is comprised of four elements to include: physical barriers; electronic security systems; supervision; and procedures. Physical barriers alone do not guarantee security; therefore, electronic monitoring and staff supervision is employed to detect attempts to breach the perimeter. In addition, standard operating procedures are required to maintain control, protect the integrity of the perimeter, identify each entrant through the barrier, and prevent passage of contraband.

All areas occupied by detainees must be surrounded by a primary security perimeter. This perimeter is the demarcation between the detention and free environment. The primary secure perimeter is designed to inhibit attempts to breach, pass contraband, or otherwise compromise the perimeter.

**Buffer Zones.** These are open areas that allow security staff to detect when secure perimeters are being approached and allow response time for staff to react to breaches of the secure perimeters before the perpetrator can flee.

Buffer zones should be provided on both the inside and outside of the primary perimeter. A 60-meter (200-foot) buffer zone is desired on the outside of the primary secure perimeter. A 30-meter (100-foot) buffer zone should be provided on the inside of the primary secure perimeter between the perimeter and any structures or occupied areas, including recreation yards and parking areas. When the building perimeter is the primary security barrier, the associated horizontal planes (rooftops, etc.) also need to be of secure construction. Additional means of surveillance and/or detection are required for these associated horizontal planes.

In urban areas, adequate buffer zones may not be available. In these instances, the primary secure perimeter may require additional hardening and monitoring. No vents or other openings, even those protected by barrier systems, should be visible on primary secure perimeters that do not have adequate buffer zones. For protection against terrorist attacks, even in urban areas, a minimum buffer zone of 6 meters (20 feet) should be maintained between any occupied structure and streets or driveways. A desired buffer zone of 15 meters (50 feet) is desired. Some suggestions are the provision of bollards, reflecting ponds, or other barriers to prevent vehicles from approaching the structures.

Any secondary perimeters should have a minimum 6-meter (20-foot) buffer zone on the exterior side of the perimeter. Buffer zones may also be created on the inside of secondary perimeters to allow staff to monitor any individual near the perimeters.

### *Physical and Electronic Security*

The use of electronic security must be carefully considered. Service and training for a sophisticated system may not be adequate in remote areas of the country. Surveillance from

video systems may not provide effective supervision. Electronic systems are provided for continuous vigilance and clear indication of breaches plus they have the ability to document and audit security performance.

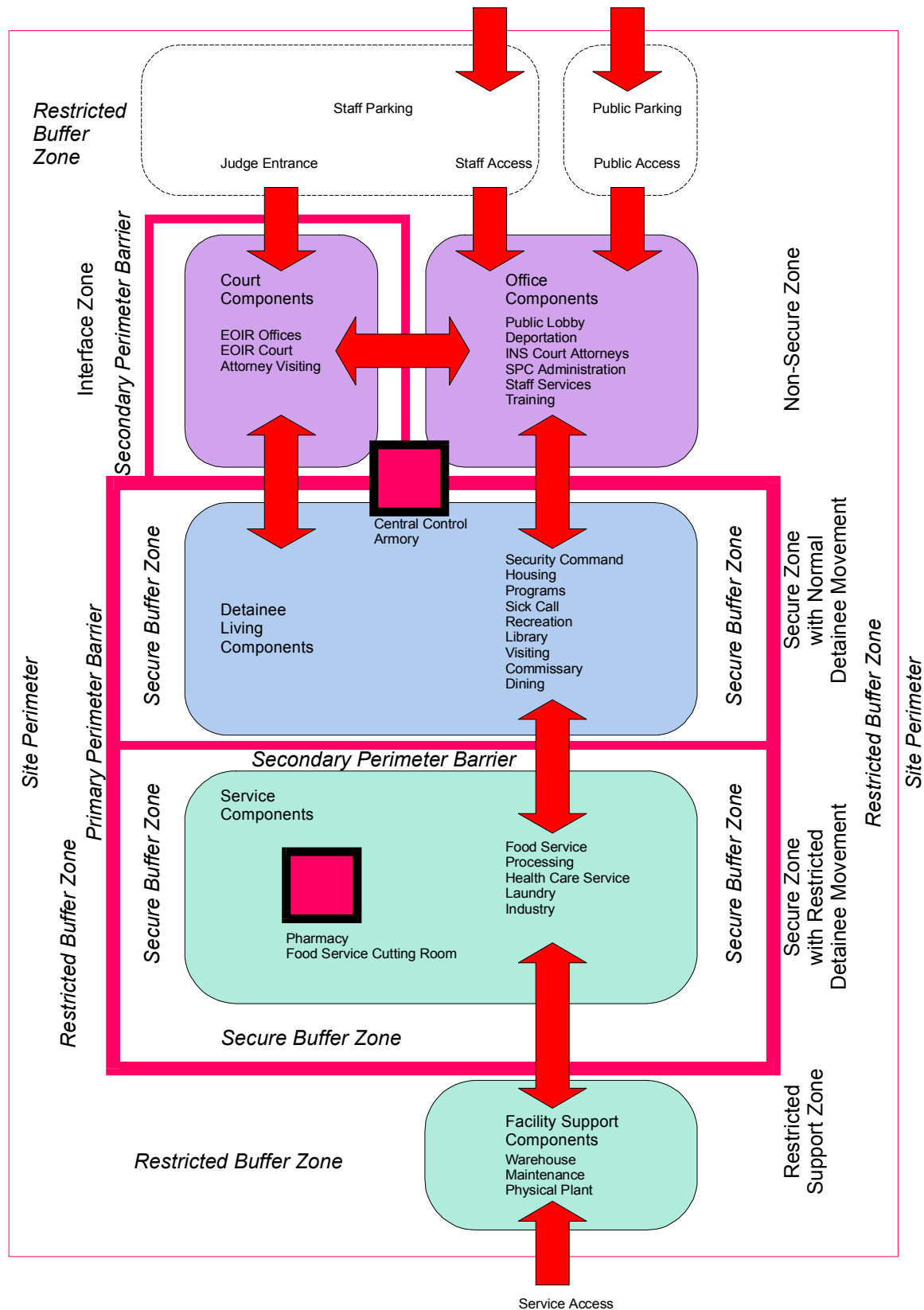
### ***Site Perimeter***

The SPC site perimeter should be designed to allow security staff to observe, control, and/or detect access to the perimeter of the facility from the outside.

The site is often delimited by a patrol road surrounding the SPC. The perimeter should be posted with a non-detention level barrier such as a non-secure fence.

The staff vehicle parking area needs to be placed at a minimum of 6 meters (20 feet) from the primary secure perimeter of the SPC. Service and transport vehicles that have undergone a security search and screening will be the only vehicles allowed within 6 meters (20 feet) of the secure perimeter. Typically, service vehicles are only permitted access to loading docks.

Public entrances, loading docks, and vehicle sallyports should be separated by a minimum of 6 meters (20 feet) and by a desired distance of 15 meters (50 feet) from any critical building function including utility connections, equipment rooms, emergency generators, elevator equipment rooms, fire control centers, building control centers, and main building system chases for power, communication, mechanical, and plumbing distribution systems. Occupied space should not be placed over public entrances, loading docks or vehicle sallyports.



**Figure 6.1 Security Zones**

# CHAPTER 7: SUPERVISION PHILOSOPHY

*The supervision philosophy determines how the facility will effectively contain and manage the detainees while providing essential services.*

The supervision philosophy encompasses and affects a broad spectrum of activity within the facility, integrating security and administrative elements. The supervision philosophy is reflected in the physical design of the SPC and provides a general framework for managing the detainees. Individual SPC Administrators determine how that particular facility is operated within this general framework. The Guide outlines a generic philosophy upon which planning is based, establishing consistency through all the INS operations. The facility design should complement and facilitate this philosophy.

Total staff control is impacted by the following factors: containment provided by the perimeter, size and type of detainee groups each staff position controls, quantity and visibility of the area(s) each staff member is responsible for, resources available to staff for isolating security risk detainees, degree to which each staff member is familiar with individual detainees, and activities available to occupy detainee time and energy.

This supervision philosophy is based upon six major elements:

- Staff will be placed directly within detainee occupied areas to maintain control and communication with detainees.
- Staff will be in communication with back-up secure posts for assistance when problems arise.
- Detainees will be provided incentives to induce compliant behavior.
- The detainee population will be divided into manageable groups.
- A high-security environment will be available for non-compliant detainees.
- A secure perimeter will be provided to assure containment of the detainees.

Security staff members are placed in direct control of all detainee occupied areas. A secure environment and good visibility must be maintained so that staff can enter and supervise all areas without risk. The greatest control results from the staff's physical presence and command within the area.

An open staff post requires staff to move through the units to deliver services and supervise the detainees. A fixed secure post with views of the detainee areas provides the open staff post back-up assistance in managing detainees. The design should avoid service windows directly between the fixed post and detainee areas.

Detainees need to be monitored through continuous surveillance by the security staff. Designs that result in intermittent or remote surveillance should be avoided. Intermittent surveillance results in places where cells are arranged along corridors and staff must move around in order to

observe the detainees. Remote surveillance occurs when areas, such as a recreation yard, are supervised by cameras and listening devices rather than by direct staff observation. The need for continuous surveillance must be balanced with the need to provide detainees with some degree of privacy.

Each staff member must be assigned responsibility for a manageable number of detainees. Staff supervision represents a non-challengeable authority to the detainee. Incentive programs, disciplinary repercussions, and the management delegation of authority to a supervising officer will reinforce this role of leadership to the detainee. Non-compliant detainees representing a security risk must be separated from the general population.

Incentives used by the staff to induce compliant behavior include providing group outdoor recreation, television and other leisure activities, commissary privileges, recreational library usage, movement outside of the housing unit and possession of certain personal property including pictures or music devices. Disciplinary repercussions include withholding privileges, removal to temporary disciplinary housing, transfer to segregation housing, or removal to higher security institutions.

Each staff member should normally supervise between 40 and 65 detainees. The Design Guide recommends a maximum ratio of one open staff post to every 64 detainees. The number of detainees assigned to each staff post may vary depending upon the skill and training of the individual staff members, though under no circumstances should more than 80 detainees be under the supervision of one staff member. When the staff is required to supervise over 80 detainees, it becomes difficult for them to recognize individual detainees. One staff member familiar with each of the detainees under his supervision typically provides more effective supervision than two staff members together supervising an equal number of detainees per capita. For detainees with higher security risk or other special services needs, the supervision ratio should be reduced to levels of one officer per 24 detainees or less.

Disciplinary and segregation single-cell housing environments are provided for managing non-compliant detainees. These environments strip detainees of privileges, social contact, and routine movement. The environments are managed by staff protected in a secure post. All services are delivered to the housing unit to reduce movement.

The facility must have a sound and secure perimeter capable of thwarting attempts to compromise it. Overall control of the facility is enhanced with containment of the detainee assured. Staff can make decisions on activities and privileges based on behavior rather than risk of escape.

# CHAPTER 8: DETAINEE CLASSIFICATION

*This chapter establishes how the detainee population is divided into manageable groups.*

The design and construction quality of the facility must match the security risk posed by the different detainee groups. Facility designs that do not correspond to security risk may result in additional staff requirements, vandalism, high physical wear, and a higher incidence of security breaches. The security provisions of the housing units are based upon assumptions resulting from interviews with the operators of existing SPC facilities and the judgment of senior INS personnel.

Users of this document for planning future facilities should give special attention to the assumptions made on security classification and modify the planning concepts based upon additional information. The implementation of a security risk classification system by the INS provides users with additional information on appropriate security designation.

## Detainee Classification Profile

The following categories of detainee population are used in establishing the concepts and requirements for the GSPC Guide: Low Risk Population, Medium Risk Population, High Risk Population, Segregation and Family/Juvenile Population. These categories are determined by the differences in attributes of each population group including: legal status, sex, age, security risk, service needs, and medical needs.

**Low Risk Population.** Detainees may be housed in a dormitory setting with no special provision and are allowed to dine in larger group settings, plus move around with minimal escort. They do not pose a serious threat to property, do not exhibit violent behavior to security personnel or other detainees, and do not prey on other detainees.

**Medium Risk Population.** Detainees living in single or double occupancy cells and should be separated from the majority of the detainee population. They typically have criminal histories or have exhibited some security risk behavior in the past. These detainees may potentially display disruptive behavior, prey on weaker detainees, vandalize property, or attempt escape. Their movement outside the housing cluster should be minimized, with most services delivered to the housing area, though their privileges are not restricted unless they break the rules. Construction elements should be hardened to minimize vandalism and thwart security breaches.

**High Risk Population.** Maximum-security precautions are warranted for approximately 15% of the detainee population. These individuals represent a high security risk to the staff, to other detainees, to property, and for escape. Although these individuals are not under disciplinary treatment, they require single-cell housing for greater security control. Detainee movement should be kept to a minimum and their privileges restricted. Generally, detainees in high security remain in single-cell housing for their length of stay. The limited movement and

reduced privileges of the high security population encourage detainees to moderate behavior in order to be reassigned to a more moderately controlled housing environment.

**Segregation.** In addition to security risks, detainees must be separated for other reasons; for example, to maintain the health, rights, safety, and control of the detainee population. These detainees must be held in single cell housing units. Separation of detainees is also required for purposes such as protection (witnesses), former law enforcement personnel, persons held in low esteem (child molesters), etc.

Disciplinary and/or medical segregation is provided to temporarily separate a detainee from the general population. The detainee is returned to his respective classification when separation is no longer warranted. Medical beds are not considered in the total rated occupancy of the facility because the occupant's permanent bed must remain available for them upon release from the disciplinary or medical segregation beds. The difference between medical segregation and infirmary bed classification is the level of nurse support.

**Infirmary.** Detainee patients requiring licensed medical beds will be referred off site to a licensed medical health care provider institution with an appropriate level of care. In instances where SPC utilizes beds in a facility for infirmary services, the infirmary beds are not included in the rated bed capacity of the facility. Infirmary beds provide continuous nurse's care, and are under the direction of the medical staff with security staff to assure control.

**Family Groups.** In instances where the INS may detain family groups, particularly females with dependants, residential type facilities should be provided. These detainees may operate in social groups, assist each other with their daily routine, and may move around with minimal escort.

**Separation by Age & Gender is Required.** Individuals below the age of 18 must be separated from other detainees by sight and sound. Individuals of opposite sex must also be separated by sight and sound. Special purpose spaces, such as processing and health services, will schedule service to these population groups at separate times from other adult detainees.

## Projecting Institution Population

There are two issues that must be addressed when projecting the institutional population. The first is the overall expected number of detainees to be housed in the facility. The second is the breakdown of the numbers of those detainees falling into each population classification.

The projected demand for beds at an institution is a function of historic trends; social, economic, political, and policy changes. Determining the future population demand is a management issue for the INS. Overall program master plans should be the guiding source for directing the future population capacities to be developed at individual institutions. Each institution is a part within the INS' overall resource portfolio that it uses to accomplish its mission. While each institution is generally targeted to serving a general geographic area, detainee populations can be transferred between institutions to level the demand on the existing resources. Some institutions may be better equipped to handle the security risk, program needs, or length of stay characteristics of individual population groups that have entered the system. Therefore, the projection of future demand at a specific institution must take into account the INS' policies on allocation of detention demand between institutions and the impact of outside

resources and demands from other Department of Justice entities such as the U.S. Marshals Service and the U.S. Bureau of Prisons.

The population of an individual facility is expressed as an average daily census, which is the average number of detainees held in the institution for a given period of time. The average daily census is directly dependant on the intake and transfer rate variables, and the average length of stay variable. The intake rate can be correlated to a number of factors including:

- *The number of apprehensions of illegal detainees.*
- *The number of aliens transferred from other jurisdictions.*
- *The number of U.S. Marshals Service prisoners in the study area.*
- *The number of cases presented to the EOIR.*
- *The percent of aliens released on their own recognizance or on bond.*
- *The number of aliens requiring deportation.*

The average length of stay can be correlated to a number of factors including:

- *The average time required to present and hear a case before the EOIR.*
- *The average time required to deport aliens after receiving a deportation order.*
- *Foreign delays in accepting aliens who have deportation orders.*

Historical demand can provide a reliable gauge of the growth rate and profile split for detainee populations, given stable demographic, social, economic, and political climates. The projection should also factor in the volatility of detainee population levels as expressed in standard deviation from the mean average. The peak anticipated population could be expressed as a percentage above the average anticipated level based on the standard deviation.

It is important, when looking at historical trends, to remember that the past is not necessarily a reliable predictor of the future. The projection should incorporate judgement on the impact of any changes in the demographic, social, economic, or political climate. It must also take into account any policy changes on the enforcement of laws or allocation of resources.

## **Determining Population Profile by Detainee Classification Groups**

There are three basic steps to determine the anticipated population profile. These include:

- *Quantify existing population groups that meet each profile category.* This is expressed either as a percentage of the total population or the total number of detainees falling into the individual classifications at any given point in time. Analyze historical levels for at least five years, or other time frames as indicated by historical events.
- *Determine if additional inmates who represent a distinct classification will be brought into the facility or sent to other facilities.* This would change the traditional mix of detainees historically experienced at the facility.
- *Determine if specific population segments are too small to be managed as a distinct and separate population group.* Determine if it is appropriate to manage them as part of another group.

## Statistical Methods

There are two basic methods for applying historical trends to future projects. They include:

- *Direct regression, both linear and exponential.*
- *Use Rates and Indexing Percentage.*

For direct statistical regression, utilize linear or exponential regression features available in spreadsheet programs. These features allow future levels to be directly predicted based on known historical patterns. The projected population level is directly determined by the future date chosen and the constants derived from regression of historical data. Exponential regression should be evaluated if the demand is directly correlated to population growth.

For use rates and indexed projection, utilize historical information to determine the percentage of the population falling into each group for the time frame used for analysis (usually five years). This is normally expressed as a rate or percentage (such as 4 of every 10 detainees, or 40%). For example, the total number of detainees expected in the SPC system may be a factor of the detention rate of the total number of apprehensions. The total number of specific population classification groups will be the percent index for that group, times the total number of anticipated detainees in the institution.

It is important to adjust the rates derived from statistical projection to reflect the judgement of agency personnel for changes in demographics, social, economic and political climates, plus agency policy.

## CHAPTER 9: DETAINEE MOVEMENT & SERVICE DELIVERY

*This chapter establishes how various services required by the detainees are delivered to each classification.*

Design determines the movement of detainees within the facility. Detainee movement impacts the operation and safety environment of the facility. Detainee movement causes security risks; yet, activity required for the daily routine reduces tensions caused by confinement. Movement also aids in providing as normal an environment as possible. Therefore, the facility design must balance the amount of movement with the resulting security risks.

The location of service delivery is a design characteristic that determines the amount of detainee movement. Providing services at a centralized location affords detainees the opportunity to move about within the facility, instead of providing services at the housing unit, which limits movement. Centralized service delivery is also the most efficient method in terms of staffing and other program costs. Service delivery should inherently assure that each detainee's rights are protected and that he/she receives all required services.

Detainees are allowed to move within the secure zones of the facility. Movement should be through easily supervised circulation systems. Vertical circulation through stairs and elevators is more difficult to supervise than horizontal circulation through corridors. When extensive vertical movement is required in multi-story facilities, services should be provided on the floors where the detainees live in order to reduce overall facility circulation.

The method used for delivering specialized and expensive services, such as health care, should reduce detainee travel distance. Movement can be part of the incentive to induce participation in activities such as recreation, social programs, and work programs.

Other factors influencing service delivery that must be considered include: the efficiency and impact on quality, and the amount of specialized equipment and spaces required to provide the service.

The following matrix indicates how service is provided:

**Table 9.1 Service Delivery Matrix**

<b>Component</b>	<b>Low Risk</b>	<b>Medium Risk</b>	<b>High Risk</b>	<b>Segregation</b>	<b>Family</b>
<b>Medical</b>	Centralized	Centralized	Centralized	Centralized	Centralized
<b>Sick Call</b>	At Housing	At Housing	At Housing	At Housing	At Housing
<b>Dining</b>	Centralized	At Housing	At Housing	In Cell	At Housing
<b>Laundry Exchange</b>	At Housing	At Housing	At Housing	At Housing	At Housing
<b>Hair Care</b>	Centralized	At Housing	At Housing	Denied	Centralized
<b>Commissary</b>	Centralized	At Housing	Package Pre-Order	Denied	At Housing
<b>Visiting</b>	Centralized	Centralized	Centralized	Restricted/ Centralized	Centralized
<b>Outdoor Recreation</b>	Centralized	At Housing	At Housing	Separate	Centralized
<b>Rec. Library</b>	Centralized	Request	At Housing	Denied	Centralized
<b>Law Library</b>	Centralized	Centralized	Delivered	Delivered	Centralized

# CHAPTER 10: ADJACENCIES

*This chapter illustrates the adjacency requirements of the major components.*

Adjacencies are determined by three major factors: if detainees are present within the component; if the component requires access from outside; and if there is movement and workflow with other components. Workflow and security may conflict with the adjacency demands for outside access, such as the in EOIR Court or Dining. In these instances, security requirements should be given the highest priority.

## ***Deportation, Administration, EOIR & Visiting***

Deportation, Administration, EOIR Court, and Visiting should be adjacent to the public entrance and lobby to allow public access without requiring entry any further into the facility. Due to the presence of detainees, the entrance to the EOIR Court must have security measures. The EOIR staff members are located adjacent to the courtroom. Outside individuals attending EOIR Court functions must be admitted to the Court. The INS attorneys must be located next to Deportation for access to records. The attorneys interact with EOIR and should be placed adjacent to this function.

## ***Mailroom***

The Mailroom should be located either at the front door (in Administration) or at the back door (at the Warehouse). Location at the front of the institution gives priority to the separation and distribution of official mail while location at the back gives priority to the separation, inspection and distribution of detainee mail. If the mail room is located outside the secure perimeter (e.g. in Administration or an outside warehouse), a room must be provided inside the secure perimeter for opening and inspection of suspicious items in the presence of the detainee.

## ***Staff Services & Training***

Staff Services should be located adjacent to SPC Administration and outside the secure perimeter to allow staff to assemble and prepare for their duties prior to entering the secure environment.

Training should be located close to staff services (shower, locker room, and physical activity room). The secure perimeter separates the public from detainees in non-contact visiting; therefore, visiting must be located adjacent to the public lobby on the secure perimeter.

## ***Central Control, Security Command & Key Room***

Central Control must be located adjacent to the main security sallyport. Security command should be located adjacent to Central Control to receive communications and issue commands.

The key room should be located off of Central Control and within the special security envelope of Central Control to maximize the security of the key stock and to facilitate issuance of keys to staff entering through the main sallyport.

### ***Recreation, Library, Sick Call, Programs, & Commissary***

Recreation, Library, Sick Call, Programs, and Commissary should be located close to housing and must be located within the zone that allows detainee movement and adjacent to the restricted food preparation areas.

### ***Dining***

Dining needs to be incorporated within the food service structure but be on the unrestricted side of the secondary perimeter.

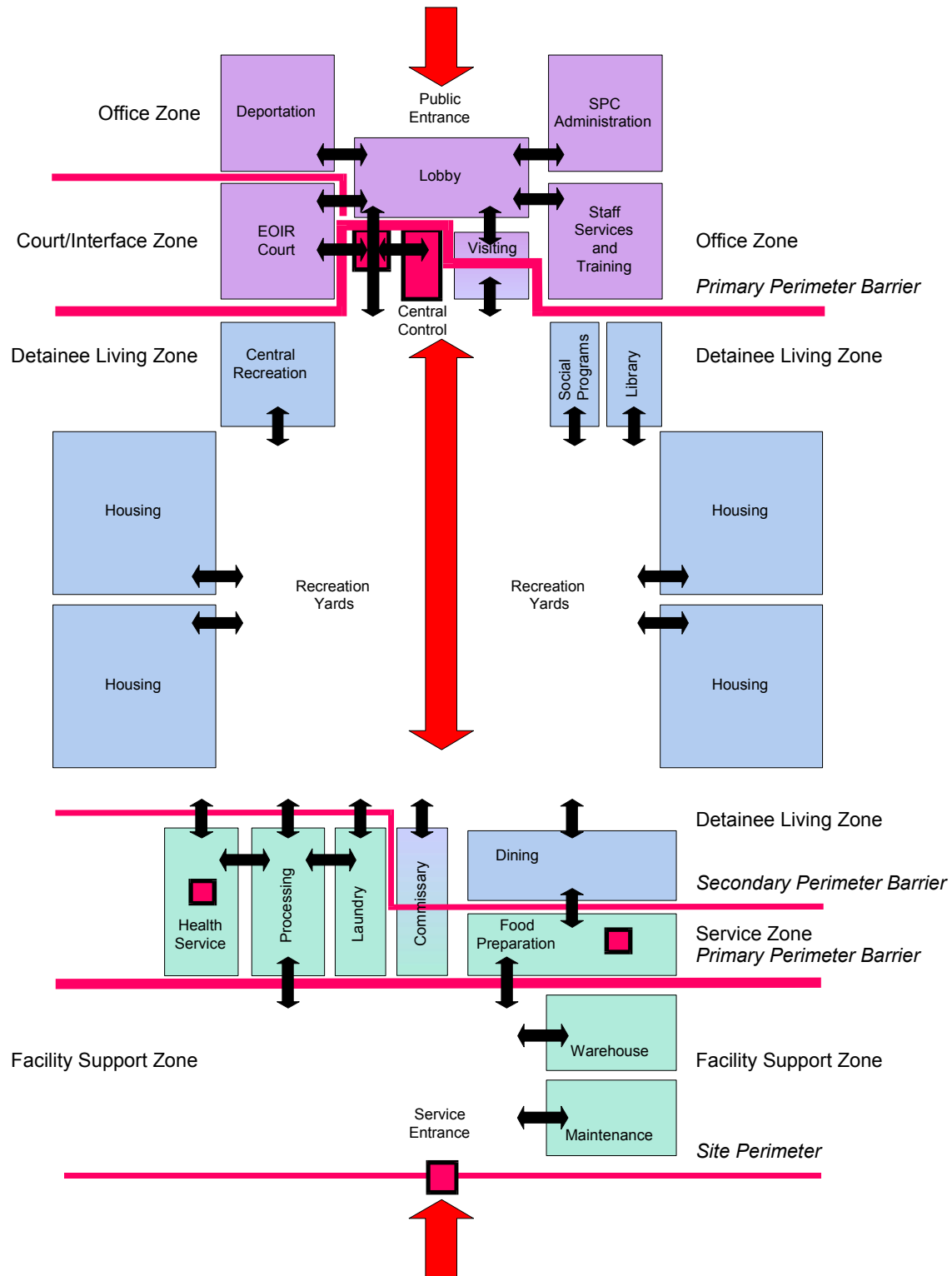
### ***Processing & Health Services***

Processing must be adjacent to the vehicular sallyport within a secure zone allowing restricted detainee movement. Health Services should be located adjacent to Processing to facilitate medical screening.

### ***Maintenance & Warehouse***

Maintenance and the warehouse dock must be adjacent to the vehicular sallyport. Laundry and Detainee Industry should be located adjacent to the warehouse for supply storage. Food preparation must be adjacent to the warehouse dock/vehicular sallyport for receiving food deliveries.

The warehouse and/or maintenance may be located outside the primary secure perimeter and if these functions serve other facilities, the location definitely needs to be placed outside the perimeter. Location inside the perimeter may reduce the number of times personnel must cross the perimeter.



**Figure 10.1 Component Adjacencies**



# CHAPTER 11: FACILITY MASTER PLAN

*This chapter describes the configuration of the prototype facilities that may be used in developing future SPC facilities; it establishes the main physical elements of the facility, and shows how they must be arranged.*

## Master Plan Application

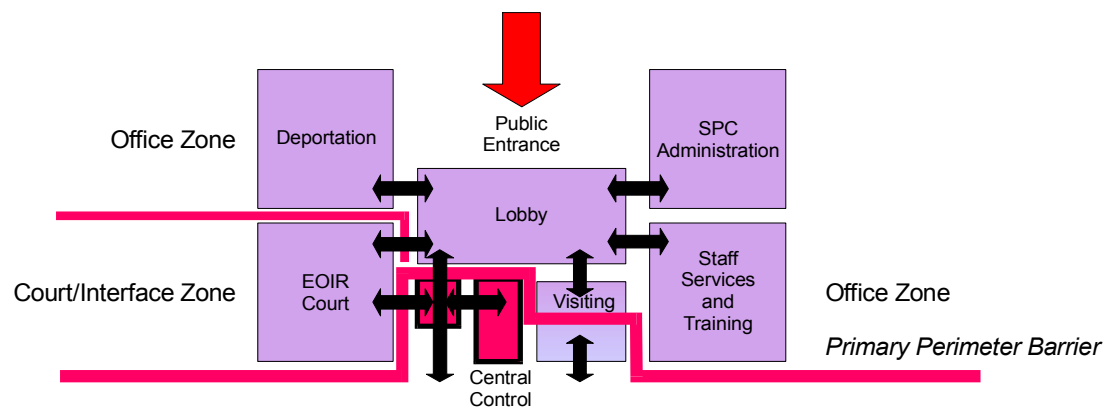
The master plan concepts contained in this chapter illustrate rules for planing an SPC facility. The concepts depict how the components should be grouped and how the groups should be tied together on a site. Although individual projects have specific constraints and requirements, the rules should still apply. The concepts should be adapted to the project, whether a high-rise or campus plan is appropriate to the specific location.

## Master Plan Elements

The components of the facility may be grouped together to form elements in the facility master plan. Factors impacting the grouping of components include their adjacency and access requirements, the structural massing of the component, and maintaining security zones. The facility is divided into four master plan elements to include the component groups requiring: public access; vehicle access; a relationship to housing; and open areas for recreational fields.

## Public Access Group

Components that require public access must be adjacent to and open to the public lobby. This includes the SPC Administration, Deportation, the EOIR Court, and Visiting. Other components that have direct adjacency requirements with one of these four must also be included in this arrangement. These additional components include the INS Attorneys, Staff Training and Services, and Central Control. This public access group includes components within the non-secure and public interface security zones. The primary secure perimeter must separate public access groups from others. In a multi-story facility, this group should be located on the ground floor for direct public access.



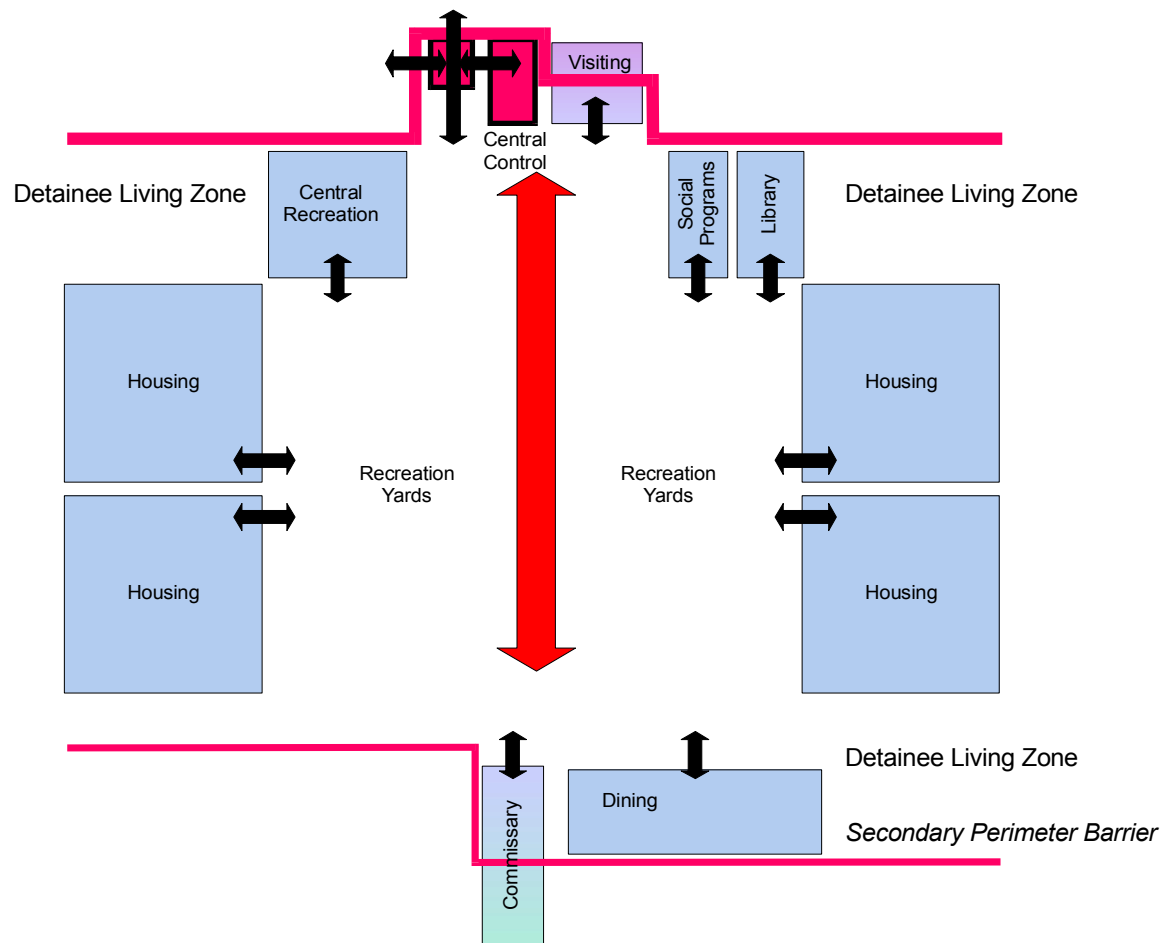
**Figure 11.1 Components Requiring or Relating to Public Access**

## Housing Access Group

This group includes the housing component and the components utilized by the detainees during their daily routine including: Commissary, Medical Sick Call, Library, Programs, and Recreation.

Housing is arranged in individual units according to the architectural program. Housing units should be arranged to allow future expansion without disrupting the facility master plan.

Housing groups are best located in the central areas of the site with the primary secure perimeter separated from housing components by a buffer zone. Detainees should not be allowed next to the primary secure perimeter.



**Figure 11.2 Components Requiring or Relating to Direct routine access by Detainees**

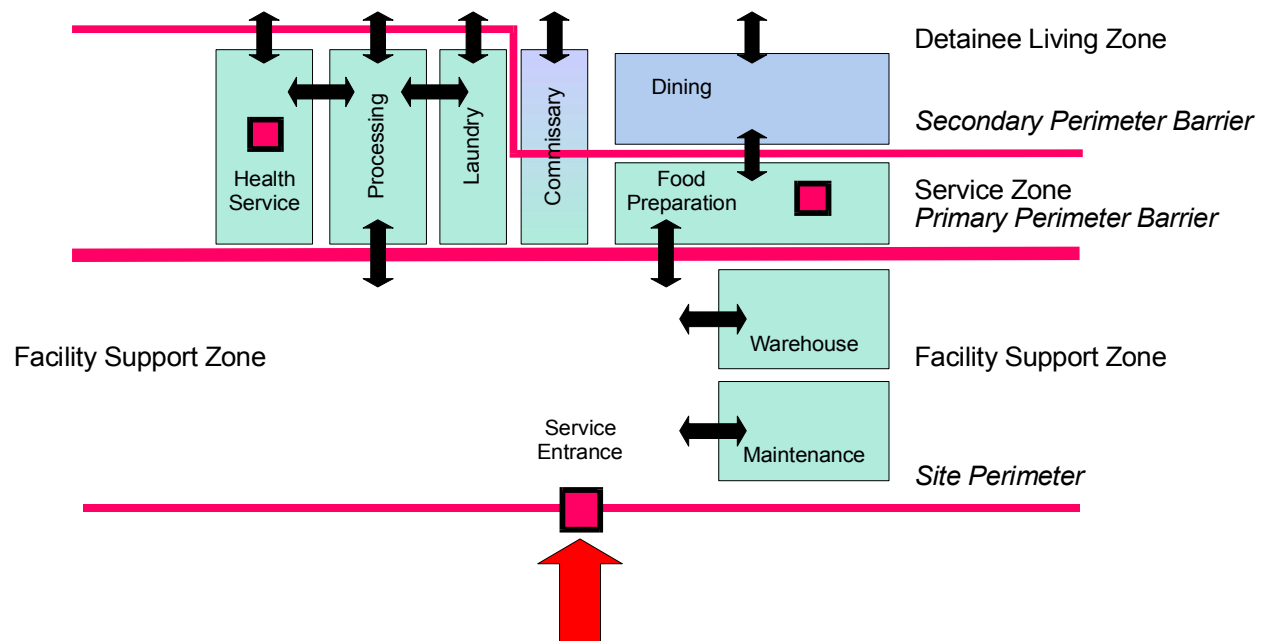
## Recreation

Outdoor recreation must be adjacent to the housing structures in the secure zone that allows detainee movement. For regions with frequently inclement weather, the recreation gymnasium should be attached to housing by covered walks or interior corridors.

## Service Access Groups

Components that require vehicle access should be grouped together, including the warehouse dock, maintenance, and detainee processing. Components that receive frequent deliveries through the dock, such as the warehouse, food service, detainee industry, and laundry; plus other components that have direct adjacency requirements with one of these components, including health services, single-cell housing and dining, need to be included in this group.

The service access groups may be divided into those components connected to the dock and others connected to processing. All the components in this master plan element, except dining, are in the restricted detainee movement security zone. (A secondary secure perimeter can separate dining from the other components.)



**Figure 11.3 Service Components Requiring Transport or Service Vehicle Access**

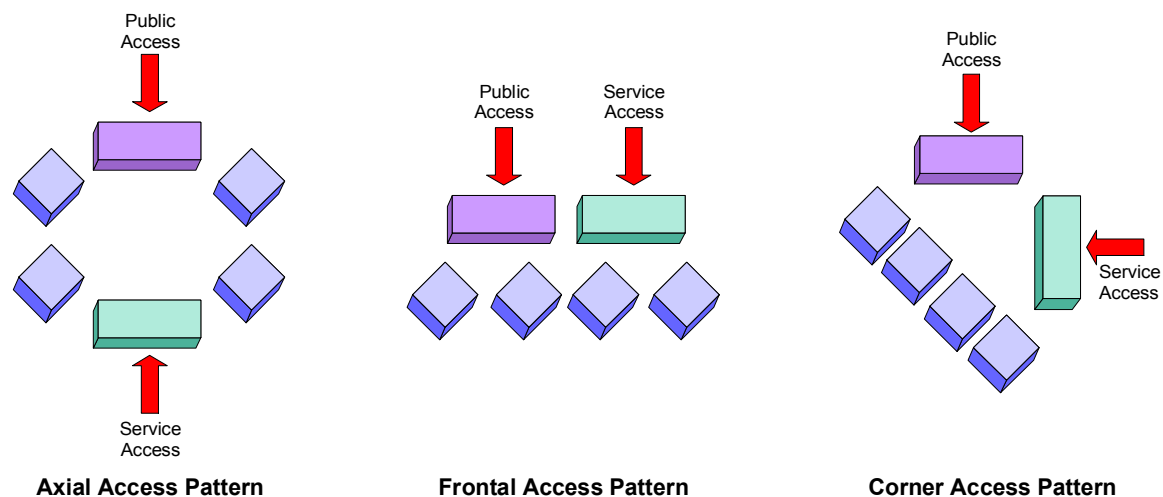
## Master Plan Systems and Patterns

The master plan elements are unified on the site by internal circulation, open areas, and security perimeters. The arrangement of the elements impacts the ability to expand individual components. Site topography and configuration, expansion plans, and public circulation systems influence the master plan approach.

### Facility Access

The facility is accessed in one of two ways. Pedestrians and staff generally access the facility through a front entrance from free side parking, with access to the secure areas through the main pedestrian sallyport. Transport and service vehicles will access the facility through the secure vehicle sallyport. One objective in arranging the entrances is to place detainee occupied areas away from the entrances, where they cannot monitor or access the entrance activity. The entrances can be arranged several ways:

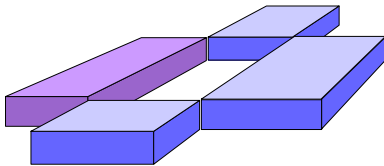
- (1) An *axial pattern* with public access provided on one side and service access on the opposite side. This places housing in the center, away from the secure perimeter and site access points.
- (2) A *frontal pattern* with the public and service access approaching the facility from the same direction.
- (3) A *corner pattern* with the public and service access located on both sides of one corner of the facility, providing the same ability to control and monitor entrances and screen views from the detainee population as the frontal pattern.



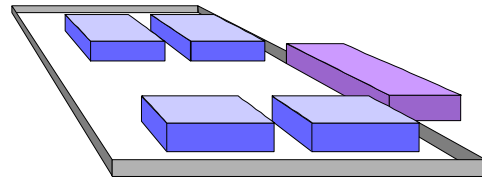
**Figure 11.4 Facility Access Patterns**

## Security Perimeter

The security perimeter may be formed by surrounding the site with a fence or by tying the structures together. A fence security perimeter has a negative aesthetic impact on the site. Tying the structures together necessitates building the facility in a tight formation, thereby restricting expansion opportunities.



Building Exterior Secure Perimeter



Fence Secure Perimeter

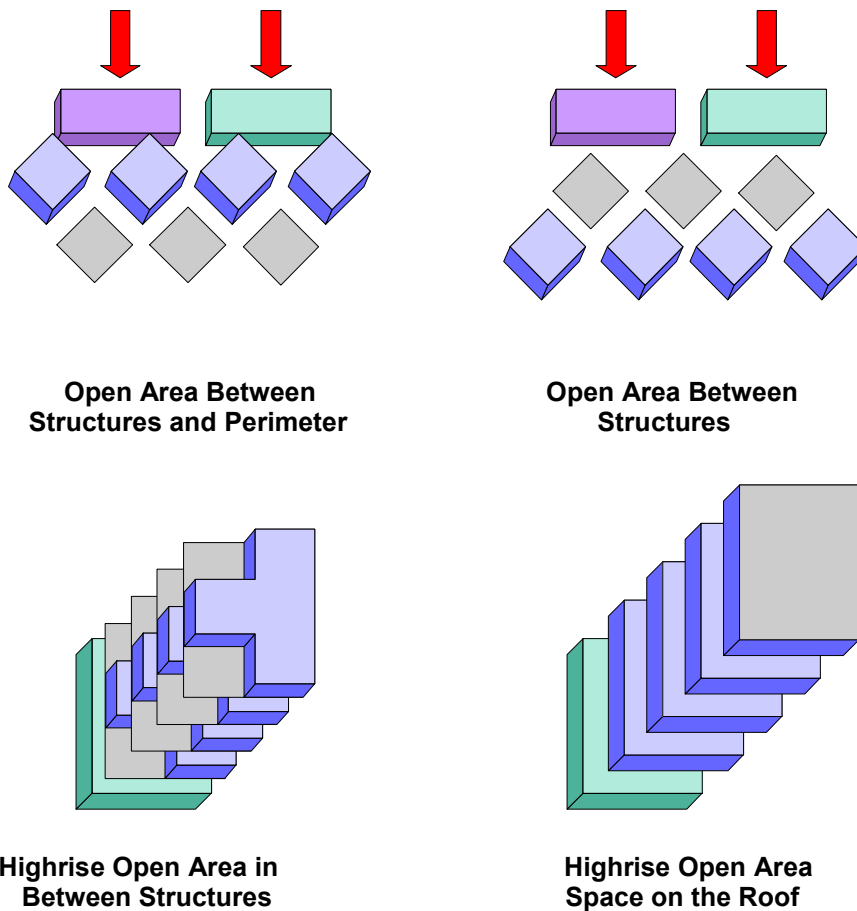
**Figure 11.5 Primary Security Perimeters**

## Multiple Story Structures

When site area is limited, multiple story structures may be necessary. These structures will require elevator access to upper floors for disabled individuals. The primary objective for multiple story facilities is to avoid having to move detainees through elevator systems as part of their daily routine for food service, recreation, or other services. The grade level exit of all vertical circulation pathways needs direct visual surveillance by central control or staffed security posts.

## Open Areas

Facilities require open areas for outdoor recreation and for buffer zones for security monitoring. Open areas for recreation can be created in the space between the structures and the perimeter fence zone for campus style facilities. Conversely, for facilities that have perimeters formed by the building perimeters, space for recreation can be created by courtyards or the open space between the structural footprints of the facilities.

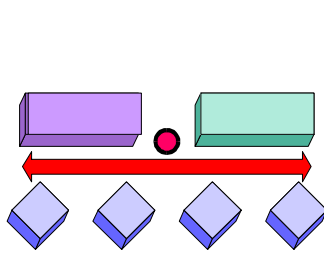


**Figure 11.6 Secure Open Spaces for Outdoor Recreation**

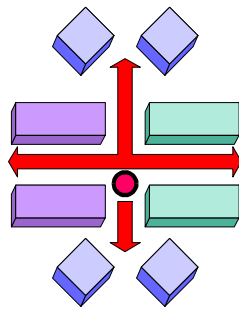
## Internal Circulation

Circulation includes the main horizontal interior corridor, main exterior walkways, plus elevators and stairs within the facility. The circulation routes between components, particularly those within the detainee movement zone, must allow for clear visual access from staff posts along all circulation routes. Lineal and radial circulation patterns are preferred because they are easier to supervise. (Avoid racetrack, telephone pole, or other types of patterns that increase supervision effort.)

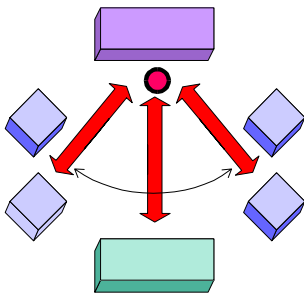
At Northern locations, the separate structures can be connected by internal passages to protect from inclement weather. The following illustrates a sample of different circulation patterns within detention facilities.



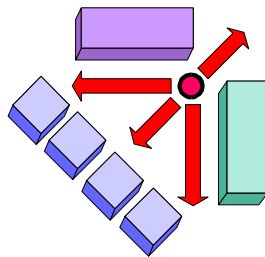
Linear Circulation Pattern



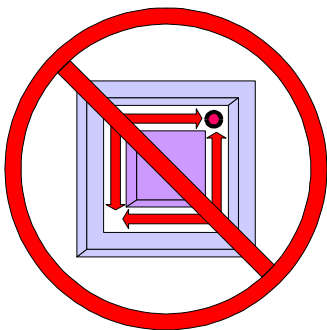
Axial Circulation Pattern



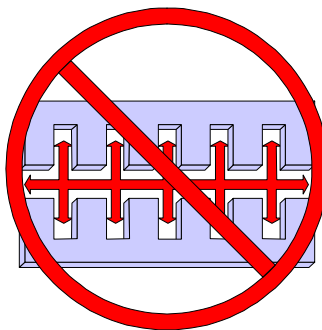
Fanning Courtyard Circulation Pattern



Radial Circulation Pattern



Do Not Use  
Racetrack Circulation Patterns



Do Not Use  
Telephone Pole Circulation Pattern

**Figure 11.7 Sample Circulation Patterns Within Detention Facilities**

# CHAPTER 12: SITE SELECTION

*This chapter examines SPC site selection and considerations made when selecting the site.*

The selection of sites for SPC facilities must consider issues mandated by federal laws, including Federal Acquisition Regulations and Environmental Laws and other issues specifically relating to incarceration facilities.

SPC facilities must maintain operation even during emergency periods providing secure custody and service to the detained population through the emergency period without requiring evacuation. Issues such as susceptibility to floods and seismic damage, lack of emergency response services, and other potential interruptions of essential utility services must be assessed for any site considered for SPC facilities.

When selecting or evaluating a site for location of an SPC, the following issues should be considered:

## **Site Area**

An SPC facility requires adequate area for the facility building footprint, parking, vehicle maneuvering service roads, buffer zones, expansion area, and utility infrastructure. Open sites should be selected that allow the facility to be planned at 40 percent density or less. If a constrained site must be used and the design solution is a multiple story structure, the site must still allow for minimal standoff setback zones from public vehicle access.

## **Adjacent Land Use**

The ideal site location for an SPC is in a rural or light industrial area. SPC facilities should not be located adjacent to residential land uses or community facilities such as schools, parks, or churches. SPC facilities also should not be located adjacent to facilities that can produce hazardous conditions, such as fuel storage facilities, chemical manufacturing facilities, waste processing or storage facilities, livestock operations, airports, or other functions that produce chemical, epidemiological, excessive noise, or other hazardous conditions.

## **Environmental and Health Issues**

The National Environmental Policy Act (NEPA) states that all federal actions are subject to environmental review. The site election process must comply with all procedures described in NEPA. Issues that must be addressed under NEPA include wetlands, protected species, air quality, noise levels, environmental justice, hazardous waste and materials, energy consumption, visual, and the cumulative effects of the proposed action.

Past uses of the site should be verified to determine if it might contain any hazardous materials, buried structural elements, or other features that could impact construction and the functions within an SPC.

## **Historical and Archaeological Issues**

The presence of historic structures can significantly impact project development. If existing structures on the site have historical significance; changes might be required to comply with the Section 106 of the National Historic Preservation Act including consultation with the State Historic Preservation Officer.

## **Existing Easement and Right-Of-Ways**

Project development and site master planning can be dramatically impacted by the location of dedicated easements and right-of-ways on the property. These could include easements for gas lines, water and sewer lines, power and telecommunication lines, rail lines, and local and private roadways.

## **Natural Site Features**

Prospective sites should be evaluated to ensure natural features do not limit development of facilities and parking areas. Sites with steep grades or waterways may present additional development costs and result in vulnerable points along secure barriers. Surveillance is more effective on level ground with no swells or other land formations that obscure observation. Unstable soils can result in higher structural foundation costs.

Sites that are under the view of surrounding land should not be chosen because they allow outsiders to observe the operations of the facility.

Sites should not be located in the 100-year flood plain or at sea level and water level of large lakes.

## **Utility Services**

Connections for service utilities or development of utility infrastructure can result in considerable expense for development of a project. The programming phase should establish the utility service capacity demand for the projected population of the site. During the site selection phase, the capacity of existing utility services should be identified, and the expense for development of any additional utility capacity should be established. Utility service should offer redundant connections, with the ability to protect the service from sabotage or interruption during emergency periods.

Verify that the site has power service adequate to provide 20-volt amps per building square foot. This can reduce the load and fuel supply demand for emergency generators. It is desirable to have service by two different electrical substations for the site. Buried electrical service is desirable which is not susceptible to disconnection by weather or sabotage.

The site should be developed with buried communication cable services, or cellular and antenna reception backup and have high-speed data connection to the telephone company central office capable of T1 or DSL line service.

Determine if gas service is available for heating, cooking, hot water, and secondary emergency generator fuel source. Gas should not be relied on as the primary emergency generator fuel source because it can be interrupted during emergency periods.

Water service providing a minimum capacity of 150 gallons per detainee to accommodate an average use rate of 125 gallons per day plus peak use capability needs to be incorporated into the site development. (This does not include irrigation supply or fire suppression sprinkler supply.) The assessment of the site should include checking the capacity of public water mains and coordination with public utilities to assure that the SPC capacity demands do not impact service to other adjacent customers. If the SPC must develop its own water supply, the supply must meet state department of health requirements. This may involve the installation of a treatment plant and water reservoirs to assure both potable water and fire suppression supply. The water service should also be assessed for hardness, because water softening may be warranted to assure an adequate life span for the water system, laundry, cooking, and other equipment.

The SPC should use public utilities service for affluent waste treatment and determination of whether a lift station is required. Verify that the public service has adequate capacity in the primary main lines and at the central plant. If no public utility service is available, on-site treatment will need to be developed in compliance with all environmental and health safety regulations.

The SPC should use a solid waste removal service in lieu of landfills developed on SPC sites.

## **Ease of Access**

SPC facilities must be served by improved roads and where possible should be accessible by more than one roadway. Two separate routes provide access in the event that one is blocked by traffic accidents or other unforeseeable events. If direct improved access is not available, the site will incur additional expense for construction of paved roadways because SPC facilities must have unimpeded access for fire, police, medical, and other emergency response services. The access routes need to be free of obstacles including: heavy rail traffic, floods, reoccurring traffic jams, or other foreseeable events.



# CHAPTER 13: SITE ACCESS, CIRCULATION & PARKING

*This chapter defines access to the SPC, vehicular and other circulation, plus the parking requirements for the site.*

## Types of Vehicular Traffic

Access, circulation, and parking must be provided for staff, public, official, institutional, service, and emergency vehicles. Inspection areas are also needed for certain types of vehicular traffic. The following defines in more detail the different types of vehicles and traffic at a typical SPC:

- Official visitors are defined as individuals with appointments to conduct business, or INS personnel visiting the facility staff (not visiting or representing the detainee).
- Public and detainee visitors include individuals associated with the detainees who are there to visit/witness the detainee's EOIR Court hearings, or conduct inquiries with Detention, Deportation, the EOIR Court, and other similar activities.
- Detainee transportation is the vehicles at the site used to transport detainees.
- Institutional vehicles are defined as vehicles used by the facility to perform its mission including: detainee transportation vehicles not in use, grounds maintenance vehicles, and automobiles used by staff to conduct official business.
- Service vehicles used to deliver goods or perform repairs and construction.
- Emergency vehicles provide emergency medical services, fire fighting, or other assistance during emergency situations.

## Access

An SPC should have: a main entrance from the public road for all arriving traffic, a vehicle sallyport for transport and service vehicles requiring access inside the secure perimeter; and a secondary site access for emergency vehicle access from an alternative road location.

## Primary Access

The SPC should have one point of entry off a major roadway system with a pull-off lane to allow smooth traffic transition into the site. All traffic entering into the SPC must pass through the Guard station and from this point, separate traffic routes are defined for public visitors, deliveries, and all other traffic.

Site access is monitored by Central Control either remotely (by camera) or directly. The main entrance should be equipped with a gate and guardhouse for monitoring and control. Guardhouses provide protection of the officer from inclement weather and need to be equipped with video monitoring and telephone hook up. Guardhouses are optimally located where they

provide good visual surveillance of all entrances to the facility. (Visitors with guns and other weapons must check them at the Guardhouse.)

Signage at the main entrance should include the following information:

- The Identity of the Facility and the Immigration and Naturalization Service.
- That all individuals must report to the main entrance officer or the public lobby reception desk.
- No trespassing is permitted beyond the public parking and entrance.
- Photo identification will be required of all visitors.
- No guns or weapons will be permitted into the facility. Concealing guns, weapons or other unauthorized items is prohibited.
- All individuals entering the facility will be subject to search.
- That individuals may be under camera surveillance and their activities may be recorded.

Vehicular entrances with restricted access at facilities associated with a high threat level may be equipped with electrical or hydraulic vehicular gates or movable barriers.

## **Vehicle Sallyport**

Vehicular access through the secure perimeter is typically by means of a sallyport in the secure perimeter fence. Inspections of incoming service delivery trucks, detainee buses, emergency, or other vehicles entering the secure perimeter are conducted within the confines of the sallyport.

In addition to the sallyport, the site may require a vehicle screening area. This area commonly applies to delivery vehicles entering a loading zone or dock area. Vehicle screening may need to be conducted at locations associated with a high threat level. The screening area must be located at least 100 feet from the building, have a one-way defile traffic lane and have signs and barriers to control traffic.

The screening operator must be provided with portable light sources, portable inspection mirrors, tire chocks, and a duress alarm switch.

## **Secondary Access**

An SPC site should have a second access from a public road for emergency service should the main entrance be unavailable. The secondary entrance should be secured with a gate system and monitored by central control. The secondary entrance should not be marked, and be unobtrusive from the site exterior.

## **Circulation**

There are two main types of roadways at SPCs: Primary Roadways and Secondary Roadways. Primary Roadways include the main entrance from public roads to parking and access to the processing vehicular sallyport and loading dock service yard. Secondary Roadways include

access through the secure perimeter for emergency vehicles, service drives along the secure perimeter, and service drives to utility facilities.

Signage may be used to direct and inform drivers, though it does not replace the need for clear circulation patterns. Gates and control devices, such as speed bumps, may be used to control traffic and maintain security.

## **Parking Requirements**

There are two main types of parking at the SPC: General and Service. General parking includes accommodation for public, official visitor, staff, and delivery vehicles. Service parking includes space for maintenance and other institutional vehicles not in use.

The parking lot layouts are designed to specific site features. Parking volume is determined by the number of staff and visitors anticipated, the schedule of peak demands, and the amount of public transportation serving the site. Bus and rail systems and special transportation programs conducted by facilities located in remote regions help reduce the total parking demand.

All parking areas must have concrete or bituminous paving material. Concrete paving should be a strong consideration in areas with high truck usage, in truck parking areas, or at loading docks. In some cases, particularly in warmer climates, bituminous paving may not be a suitable material. Type of paving is to be determined on a site by site basis. Additionally, all roadways, including surveillance, perimeter, and fire roads should be paved. Planted materials should be used to improve aesthetics when appropriate, however, they should not interfere with site lines required from cameras or staff post used to monitor parking areas. Parking areas must be provided with lighting to allow for adequate supervision during the night at an acceptable footcandle level.

### **General Parking**

General parking is required for public and official visitors, staff, and delivery vehicles. Detainee visitor and general public parking must be easily seen and accessed from the main site entrance.

The amount of detainee visitor and public parking is determined per visiting load. The parking area for detainee visitors and the public may be separated from the area for the official visitors, staff, service vehicles, and institutional vehicles. Both designated areas must be provided with accessible parking stalls. The quantity of staff parking is determined by peak shift staffing and the related shift change overlaps. The quantity of official visitor parking spaces is discretionary.

### **Service Parking**

Parking for detainee transportation (at Processing) and service and maintenance vehicles is located inside the primary secure perimeter. A vehicular sallyport is required to control the entrance of vehicles through the primary secure perimeter. Entrance into the sallyport is regulated by Central Control. The route to the vehicular sallyport should be distinct and differentiated from other entry points.

Service and emergency vehicles must be given clear and direct access to the facility. Fire lanes will be maintained around the facility. Fire lanes and access for emergency vehicles are established by building code requirements.

Detainee transportation requirements are covered in *Chapter 24: Processing*. Parking for institutional vehicles may be included with staff parking. Requirements for institution vehicles are discussed in *Chapter 36: Maintenance*, and requirements for service vehicles are detailed in *Chapter 35: Warehouse/Supply*.

# CHAPTER 14: PUBLIC ENTRANCE & LOBBY

*This chapter defines the public entrance and lobby, and describes design requirements for its space.*

## Function

The Public Entrance and Lobby provide a place where the public can enter, wait, be greeted, and be directed to their destination. The Public Entrance and Lobby serve as reception and waiting areas, specifically for detainee visiting, the EOIR Court, Deportation, and the SPC Administration.

## Staff & Activities

All individuals must check in through the Public Entrance upon arrival at the facility. A reception/security post staffed by one individual is located in the lobby area to screen and process visitors, provide directory assistance, plus supervision and surveillance of the lobby area. Free access into the entrance lobby is available during business hours and weekend visiting hours. During non-business hours, security clearance and control of visitors is provided remotely from Central Control via cameras and intercoms, with staff dispatched as required to escort individuals requiring entrance.

Once processed, individuals attending EOIR Court hearings or visiting with detainees are directed to wait in the public lobby until their meeting is to take place. Their intended host escorts individuals visiting SPC Administration and other components within the facility from the lobby to their destination.

## Components & Space

The Public Entrance and Lobby are located outside the secure perimeter in the non-secure/unrestricted zone. The Public Entrance is the main entry point for the SPC facility and the lobby provides access to Deportation, EOIR Court, SPC Administration, and Detainee Visiting.

A reception desk and visitor processing area are located immediately upon entry. The visitor processing area, an open area located by the reception desk, must be equipped with a metal detector and x-ray equipment to screen individuals and belongings. Vestibules should be used at the main entrance or within the lobby for facilities located in cold climates.

The lobby should be a large open area, with a waiting area furnished with group seating, visitor lockers to store items that are restricted from the facility, and the reception counter. Public toilets are required (per code).

## Security

- Building entrance doors should be kept to the minimum number required. There shall be no more than one primary entrance for a facility.
- The main entrance must have direct visual monitoring.
- All visitors are subject to a security identification check and are required to step through a metal detector prior to entering other areas of the facility.
- Storage must be available for items that are restricted from being carried into the facility.
- The reception post provides surveillance of the deportation public counter.
- In accordance with INS Physical Security Standards, all building entrance doors shall have a key-operated high security deadbolt or deadlatch lock that secures the door to the door frame regardless of the primary control method. Additionally, building entrances shall have a two-stage pneumatic door closer and a latch guard plate for out-swinging doors.
- Mechanical access control should be used on facilities with a low to medium threat level. Door hardware for this level of security needs to include a mechanical push button storeroom lockset and a fail secure strike for instances where remote door release is applied.
- Automated access control hardware should be used in facilities with a high threat level and an automated access control reader included at entrances. All doors should be equipped with magnetic locks. In some limited instances fail secure electric strike locks may be used.
- The reception desk should have ballistic material incorporated into the modesty panel of the counter, however it is not necessary for the desk to be encompassed by bullet-resistant glazing security barriers.

# CHAPTER 15: DEPORTATION

*This chapter defines Deportation and describes the design requirements for its spaces.*

## Function of Deportation

The main function of Deportation is managing and administering cases brought to the EOIR Court and arranging for deportation of individuals to foreign countries.

## Staff & Activities

Deportation operates in docket teams, with one Deportation Officer and one clerk per team. Multiple docket teams may exist at larger facilities. Other staff positions include the Deportation Supervisor and Travel Clerk.

Deportation maintains records on all individuals who have cases pending in the EOIR Court and those detained in the SPC. SPC Administration receives bonds on those released on parole (pending hearing) and monitors those out on bond. Other activities include arranging for the travel documents and transportation for deportation. Inquiries on the progress of cases are answered by Deportation. Deportation may also issue Employment Authorization Documents for aliens who wish to work in the U.S.

## Components & Space

Deportation is located in a non-secure zone restricted to staff, with controlled access to the public. A transaction counter should separate the office area from the general public.

Deportation consists of an open office with standard office finishes and system furniture. Workstations for deportation supervisors, docket team clerks, and travel clerks are located in the main office space. An Employment Authorization Document Station with an I.D. camera is also located within the Deportation office space. Both the Employment Authorization Document station and the travel clerk workstation should have transaction counters. Additional circulation space needs to be provided in areas around transaction counters. Each docket team should be equipped with a PC computer terminal having a modem communications connection. A ticket machine is also located in the Deportation area. The ticket machine should have a secure lock or may be located in a secure location such as the ADP room.

In smaller facilities, Deportation can share copier, fax, and storage with SPC Administration. In larger facilities, Deportation should be provided with a copier, fax, and storage; allowing INS Court Attorneys to share this equipment.

Centralized filing is required for approximately 3,000 records, each requiring an average of 12-mm (1/2-inch) filing space.

Deportation can be located in its own distinct area or combined with INS Court Attorneys in larger facilities. In smaller facilities, Deportation may be located in an office area contiguous to both SPC Administration, and the INS Court Attorneys. Deportation should be located adjacent to the EOIR Court and must have a counter accessible from the Public Entrance and Lobby. Public access to the deportation counter is monitored by the Public Entrance and Lobby Reception post.

## **Additional Design Considerations**

Cash transaction counters should be 1,000-mm (40+ inches) above the finish floor and have glazing with a transaction window. (A cash drawer is not necessary.) The counter on the public side of the window should be a maximum of 200-mm (8-inches) deep.

Employment Authorization Document Station and the travel clerk workstations should be 1,000-mm (40+ inches) above the finish floor. Additional circulation space and space for individuals filling out travel documentation needs to be provided in areas around transaction counters.

# CHAPTER 16: INS COURT ATTORNEYS

*This chapter defines the role of INS Court Attorneys at the SPC and describes the design requirements for their space.*

## Function of INS Court Attorneys

The main function of INS Court Attorneys is prosecuting cases against detainees in the EOIR Court.

## Staff & Activities

The main activity in the INS Court Attorney Area is preparing cases prior to the hearings. Attorneys use Deportation's case files in preparing cases. Detainee cases are first administered in Deportation, and move from the Docket Team to the INS Court Attorneys.

Cases are heard in the EOIR Court, with two attorneys and one clerk required for each Court. When a judge is not assigned permanently to a facility, attorneys are typically on site only during court proceedings.

In preparing cases, INS Court Attorneys may also conduct visits with detainees in the main visiting/interview rooms in the SPC facility.

## Components & Space

INS Court Attorneys are located in a non-secure zone restricted to staff only. Visitors to the attorneys are under the guardianship of the attorneys. No video and audio monitoring is permitted in the INS Court Attorney space.

The INS Court Attorney space is comprised of Attorney offices and an open office setting for law clerks. Attorneys' offices are enclosed and equipped for visitors. Offices shall be equipped with doors and locks, so those Attorneys may have private discussions with detainees and others; plus proper security design to control detainees and equipped with duress monitoring records.

Attorneys must be located adjacent to Deportation to access case files. They also should be adjacent to the EOIR Court. In smaller facilities, attorney spaces may be located in Deportation.

A law library, complete with shelving and a table with chairs is also required in the INS Court Attorney Area.

To ensure the privacy of records and information, they should be kept in locked attorney's offices or in locked filing cabinet. INS Court Attorney records are privileged information and should not be generally accessible to INS staff.

# CHAPTER 17: EOIR COURT

*This chapter defines the EOIR Court and describes the design requirements for its spaces.*

## EOIR Function

The Executive Office for Immigration Review (EOIR) determines if an alien will be granted permission to reside in the U.S. The EOIR Court hears cases for: aliens detained within the SPC; aliens who are free on bond; or released on their own recognizance. The EOIR Court considers applications for changes in custody status and the merits of the deportation/exclusion cases.

## Staff & Activities

The basic activities of EOIR are preparing and hearing cases, plus administration of EOIR affairs. Staff involved in these activities include: the EOIR judge(s), court interpreter(s)/clerk(s), EOIR Receptionist, Court Administrator, Law Clerks, and a Pro Bono Attorney. (For planning purposes two support staff members and one law clerk are assigned for each judge.)

Participants in EOIR Court hearings include: the EOIR judge, an interpreter/clerk, the INS Court attorneys, the alien defendant and his attorneys, witnesses, and public viewing. The EOIR Court does not conduct jury trials. Detainees, in groups of up to 24 individuals, may be present in the Courtroom.

## Components & Space

The EOIR courtrooms and administration space are located within a secondary secure perimeter, separate from the secure perimeter of the main facility. The purpose of a distinct secure perimeter for the EOIR courtroom is twofold: so the general public is not required to enter the secure perimeter of the main facility; and, to ensure a secure perimeter for an area where detainees are present.

The EOIR space consists of two main areas: the courtrooms and work area as shown in *Figure 17.1*.

In general there are two courtrooms at every SPC facility equipped with a bench (incorporating the judge's bench and an interpreter/clerk position), a table for the INS Court Attorneys, a table for the defendant alien and his attorneys, a lectern, public seating (preferably pews for security reasons), and a rail dividing the public from the Court. Statutory law requires that the EOIR Court be open to the public; therefore, the courtrooms must have public access. Clerk stations should be equipped with a printer and computer complete with keyboard. Two (2) data receptacles are required in the dais for the clerk and the clerk's printer.

The EOIR work area is comprised of offices and office support areas separate from the INS space. Due to the requirement that the EOIR be impartial in the hearings, EOIR staff requires separate facilities from those of the INS.

Private offices are provided for the Immigration Judge, Court Administrator and to the law clerks.

Workstations for support personnel are located in an open office area which also includes a waiting area, reception/administration area, conference space, copiers, case file room, pro bono room, storage/utility room and a computer room.

Access to the EOIR Courtrooms and administration area is through the main lobby and a separate exterior door. Whenever possible, courts should be configured to facilitate the establishment of a single Public Access Control (PAC) point by locating all courtrooms on a single floor. If courtrooms must be located on multiple floors, every effort should be made to configure court space so that visitor traffic can be routed through a single PAC point on one floor. Adjacencies to the EOIR Courtroom can be complex because of the presence of the four differing groups of participants within the court hearings (INS, EOIR, detainees and public visitors).

Considerations should be given to establishing one or more separate employee entrances with doors leading directly from public space into court staff areas fitted with locking hardware as specified by the EOIR Security Office (with key bypass if required) and door viewers. These doors must remain locked at all times.

A secure sub-lobby is located between the public lobby and the EOIR courtrooms for public access. In some cases the court lobby may serve as entry to the Courtroom for detainees, the public, and other members participating in the hearing. Where multiple groups use a single court lobby, access to the courtroom must be staged and security procedures carefully followed.

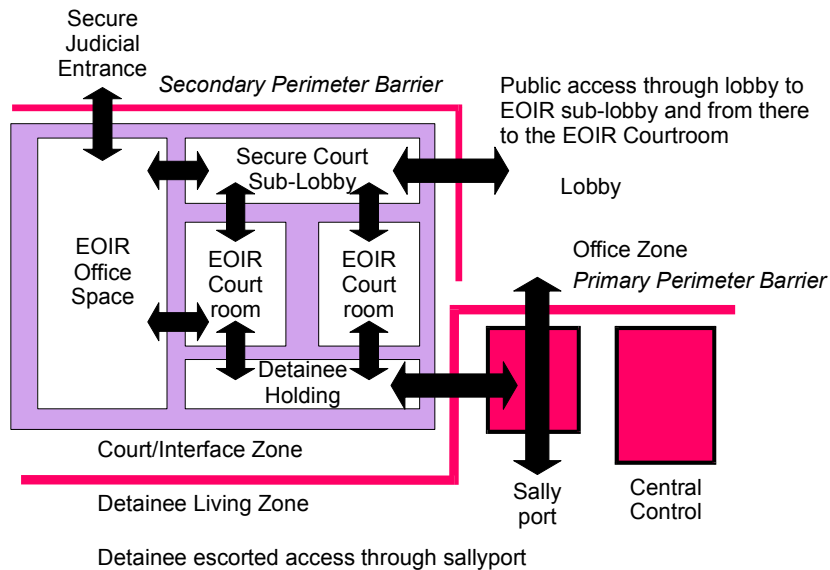
The EOIR Court should be adjacent to the INS Court Attorneys who present the INS cases in the hearings; and Detention/Deportations holding cells required for detainees waiting for hearings.

The hearing space should also be adjacent to: the Public Lobby for public access; near the main sallyport for detainee access; and close to the detainee holding cells.

Within the EOIR space, the judges chambers, and support staff are adjacent to the courtroom. Office support spaces with storage and office equipment such as copiers and fax machines are adjacent to the staff.

Judges and EOIR clerical staff require constant movement and access between their work area and the Courtroom. (There must be direct access between the hearing room and the judge's chambers and EOIR support staff area.)

The following diagram illustrates the adjacencies and movement patterns in more detail.



**Figure 17.1 EOIR Court Flows and Adjacencies**

Visitors are screened in the lobby prior to entering the courtroom area via the controlled court lobby. This controlled sub-lobby is located between the courtrooms and the public lobby. Primary control of public access to the courtroom area is by the reception security post, with override control provided by Central Control. Security should allow for the court lobby to be locked down in the event of an emergency.

The presence of detainees within the Courtroom requires an integrated secure system to prevent escape of detainees and to provide protection for the court staff. While the hearing proceedings within the courtroom are under supervision of the EOIR staff, security for all detainees and other courtroom participants is under the supervision of a detention security officer. Detainees are admitted to the courtroom through the main sallyport and a secure vestibule controlled by Central Control to a holding space with close proximity to the EOIR area.

The EOIR is responsible for installing and wiring a fully operational duress system, which when activated, summons immediate armed response and engages ceiling mounted strobe lights. Installation is defined as the purchase and installation of all electrical wiring and system components that includes monitoring. Locations of all components should be determined at the time of space layout.

A duress release system is an additional security feature incorporated into the judges' benches. Once activated, the duress release system opens door locks for immediate exit. The judge may exit through EOIR entrance and into the secure access corridor. Upon exit, the doors lock and do not re-release. An alarm is sent to the Control room when this system is activated.

Video monitoring is required in the Courtroom.

All perimeter access doors must be solid core wood or metal. All perimeter access doors must have heavy-duty mortise and deadbolt lock with push-button keypad or electronic access control, 180-degree one-way peepholes, and door closures or equivalent. All doors need to be lever accessed to comply with the Americans with Disabilities Act (ADA).

EOIR Physical Security Guidelines are typical in nature and can be used effectively in both the public and the detention environment. The EOIR requirements can be adapted to satisfy the special requirements of a specific institution while maintaining the intended function found within the EOIR guidelines because detention facilities can often be unique in construction and design. Adaptations to EOIR requirements should be presented to the EOIR Space and Facilities Management Staff and/or Security Programs Staff for approval, prior to development of any specifications or installation.

## **Design and Finishes**

EOIR general design and finishes requirements are the following:

### **Offices**

- The Immigration Judge's private office is a standard painted office build-out, having above standard carpet and a solid core wood door with lockset.
- The Court Administrator's private office has the same finishes as the Judge's private office.
- The Law Clerk's private office is a standard painted office build-out with above standard carpet and a solid core wood door with passage set.

### **Waiting Area**

The waiting area for EOIR is generally shared with Deportation where it is possible. When sharing of the waiting area is not possible, waiting area requirements for the EOIR are the following:

- Vinyl wall covering and standard carpet is required in the waiting area. A wall separating the Work/Reception Area shall be slab to slab with an acoustical rating of STC 40.
- In some facilities, a bullet-resistant (level 3 ballistic rating) transaction window (BTW) may be required between the waiting area and the receptionist in the EOIR area. This transaction window should be complete with a level 3 rated center speaker device and a recessed dip tray pass through or drawer system.
- Matching counters should be installed on both the Waiting Room and Reception Area sides of the BTW. Counters should be of 325-mm (13-inches) deep, approximately 1,800-mm (6-feet) in length and 875-mm (35-inches) above the finished floor height.

### **Reception/Administrative Area**

- Standard paint and above-standard carpet are required in the Reception / Administrative Area. The door from the waiting area into the agency administrative area must be

equipped with an electronic signal buzzer and an electronic door strike with remote release button to be accessible by the receptionist in the main work area.

- The INS shall be responsible for the installation of a duress alarm activation button at the reception window.

## **Other Spaces and Requirements**

- Finish in the Conference room is standard paint and above standard carpet including a solid core wood door with passage set is required for this room.
- Finish in the Case File room is standard paint with vinyl floor covering. Case file rooms typically receive half-height walls 1,600-mm (5 feet 4 inches) with finished hardwood cap, painted with semi-gloss paint to match the carpet.
- Standard office build-out and finishes are required for the printer workstations with standard paint and above standard carpet. Computer workstations typically receive half-height walls with finished hardwood cap, painted with semi-gloss paint to match the carpet.
- Finish in the Storage/Supply Room is standard paint and vinyl floor covering; with a solid core wood door having a standard lock.
- Copier areas are finished with standard paint and vinyl floor covering. Copier workstations typically have half-height walls with finished hardwood cap, painted with semi-gloss paint to match the carpet.
- The Pro Bono room requires standard paint and above standard carpet; with a solid core wood door having a lockset and viewport.
- Finish in the Break Room is vinyl wall covering and vinyl floor covering. A solid core wood door with passage set is required for this room. The Break Room should be equipped with a 450-mm (18-inch) by 600-mm (24-inch) stainless steel sink plus garbage disposal; hot and cold water supply in a finished 1,800-mm (6-foot) long wood kitchen sink base; and wall hung cabinets. Base cabinets shall have a laminate counter top with integral back splash. A Quadruplex electrical outlet with Ground Fault Interrupter (GFI) is required above the sink base cabinet. Venting to the outside or the building's exhaust system shall be provided by an air exhaust system.
- Finishes in the staff toilet areas are vinyl wall covering and ceramic floor tile. A solid wood core door with push privacy lock set is required. The room shall be equipped with water closet, lavatory, water basin, under sink cabinets, mirror, paper towel dispenser, toilet paper holder, soap dispenser, waste receptacle, and a GFI duplex electrical outlet.
- All perimeter access doors should be solid core wood or metal.

## **Courtroom Requirements**

- The Courtroom should be designed to provide optimum acoustics.
- Finishes in the Courtroom include standard paint with above standard carpet.
- Solid core wood doors with lockset and door closer are required. One entry door to the courtroom must have a minimum opening of 1,050-mm (42 inches) and it must be equipped with a building standard lockset and door closer.

- The Courtroom should be designed to provide optimum acoustics. Acoustical absorbent wall material shall be placed behind the public seating area; and, acoustical reflectant wall material shall be placed behind the judge. Provide standard gypsum board with metal stud framing, equipped with insulation material within the wall structure to reflect an S.T.C. rating of 40-45 or equivalent.
- The ceiling height should be a minimum of 3,600-mm (12-feet) above the finished floor.
- Acoustical absorbent ceiling material shall be provided above the public seating area.
- Wooden railings are required to separate the activity zone (judge, interpreters, trial attorneys, etc.) from the public.
- Communication systems required in the Courtroom include a microphone and a telephone/external speakerphone. (Telephone equipment capabilities shall include telephonic transmissions via full duplex provisions.)

### ***Judges Bench***

- The judge's bench is to be constructed on a raised dais 175-mm (7 inches) above finished floor.
- The judges' work surface should be a minimum of 750-mm (30 inches) deep, 1,500-mm (60 inches) wide, 725-mm (29 inches) above the dais floor, with a clear vertical knee space of 675-mm (27 inches).
- A 150-mm (6-inch) high privacy panel is required to screen the judge's work surface from the view of other court participants.
- The bench requires a modesty panel.
- The bench is to be equipped with telephone and emergency alarm call.
- Storage in the bench includes a two-drawer pedestal and a pencil drawer.
- A 275-mm (11-inch) deep counter is required in front of the judge's bench for attorneys to present documents.

### ***Interpreter/Clerk Station***

- The Interpreter/Clerk Station is to be constructed on a raised dais 7 inches above the finished floor.
- The work surface should be 725-mm (29 inches) above the dais floor.
- A modesty panel is required.
- A 150-mm (6-inch) privacy panel is required to screen the work surface from viewing.

# CHAPTER 18: SPC ADMINISTRATION

*This chapter defines the SPC Administration and describes design requirements for its space.*

## Function

SPC Administration is responsible for administration and management of all services and activities performed by the INS. It directs the policies for the SPC and delegates responsibility to the subordinate components. SPC Administration, through its direct staff or the INS District Office, provides fiscal and personnel services to the SPC operations and staff.

## Staff & Activities

SPC activities are divided between two groups: Contract and INS. In some cases, Contract Officers may be located in a space separate from the SPC Administration.

Staff in the SPC Administration Area include the Facility Administrator and the Administrative Officer/Secretary, Assistant Facility Administrator, Administrative Officer, Director of Operations Support, Personnel Specialist, Clerical Staff, Procurement Specialist, Management Analyst, ADP Specialist, Contract Officer, Contracting Secretary, and Accreditation/Disciplinary Officer. At larger facilities additional positions such as Training Supervisor/Manager may exist.

SPC Administration may receive public visitors, including detainee family members and acquaintances; or official visitors including lawyers, government officials, and individuals conducting business.

The ADP Specialist performs setup, reconfiguration; and support for the computer system, LAN, printer, and other office ADP equipment.

## Components & Space

SPC Administration should be located in the non-secure zone, though restricted only to staff and visitors accompanied by staff. Visitors will be under supervision of their host. The entrance to the SPC Administration should be under continuous visual observation of a secretary / clerk.

SPC Administration must be located directly adjacent to the SPC Public Entrance and Lobby (of the main facility building). SPC Administration should be located in close proximity to Deportation to access detainee records, plus Staff Services and Training located adjacent to SPC Administration to allow Administration's participation in briefings. The SPC Administrator must be able to leave the facility without being seen by detainees or the public.

The SPC area is comprised of open working space and separate private offices. Offices are required for the facility Administrator and the Administrative Officer/Secretary, Assistant Facility Administrator, Administrative Officer, Director of Operations Support, and Contract Officer. Other employees can be accommodated in open workstations.

The SPC Administrative area must have space reserved for a combined office and workroom for the ADP Specialist. Computer, electronic and related equipment is stored in this lockable room. It should also have conference facilities, fax, storage facilities, and filing space. Filing space is required for holding accreditation records and other general files.

# CHAPTER 19: MAILROOM

*This chapter outlines the requirements for mail processing and the Mailroom in SPC facilities.*

## Function

Staff in the mailroom receive, inspect, process, and deliver mail to the SPC. Designations for correspondence in an SPC are as follows:

*Correspondence* is defined by the INS as letters, postcards, and other forms of written material not classified as packages or publications. This includes large envelopes containing papers but not boxes, sacks, other types of shipping cartons, books, magazines, newspapers, and other published works.

*General correspondence* is all correspondence other than *special correspondence*.

*Special Correspondence/Mail* is defined as detainee correspondence sent to or received from private attorneys and legal representatives, government attorneys, judges, courts, embassies and consulates, the President or Vice President of the U.S, members of U.S. Congress, the U.S. Department of Justice (including the INS and the Office of the Inspector General), the U.S. Public Health Service, administrators of grievance systems, and representatives of the news media. Correspondence is only treated as special if the sender (for incoming correspondence) or recipient (for outgoing correspondence) and his/her title and office are adequately identified on the envelope to provide a clear indication that the correspondence is special.

## Staff & Activities

SPC Administration oversees activities in the mailroom. The Officer-in-Charge (OIC) of each SPC or INS facility is responsible for ensuring that mail and correspondence policies are implemented and followed. The OIC is the on-site individual of the detention facility and is responsible for detention welfare and management issues. This position is often referred to by other titles such Facility Administrator or Warden. In contract facilities this individual is usually called the Contract Facility Administrator (Warden). In INS facilities this position refers to the highest rank Supervisory Detention & Deportation Officer/Officer in Charge.

SPC Administration receives and sorts all institutional and detainee mail. At some facilities, Security Command Control is involved in some mailroom activities such as processing and distribution of mail. Packages received at the facility are scanned or x-rayed. Express, priority, overnight, and certified mail are recorded in a logbook.

Mail is typically distributed on the same day that it is received at the SPC facility. Incoming detainee mail is delivered to the security staff for distribution to individual detainees. Other components, such as Deportation, EOIR Court and the INS Court Attorneys, receive their mail in bulk, though it will be screened by x-ray and detectors to assure safety.

*Incoming general correspondence* addressed to detainees may be opened, inspected, and read before it is delivered.

*Incoming special correspondence* may only be opened in the detainee's presence, and may only be inspected for contraband, but not read.

*Outgoing general correspondence* may be inspected and/or read only if the recipient is another detainee; or if there is reason to believe that the item might present a threat to the facility's secure or orderly operation, might be threatening to the recipient or the public, or might facilitate criminal activity. The sending detainee must be present when the correspondence is inspected.

*Outgoing special correspondence* will not be opened, inspected, or read. Detainee outgoing correspondence should be delivered to the postal service no later than the day after it is received by INS staff or placed by the detainee in a designated mail depository (excluding weekends and holidays). Under special circumstances, correspondence may be held for up to 48 hours. For example, when correspondence or mail requires special handling for security purposes, packages may be held while verifying the status of the addressee or sender.

Where contraband is detected in either incoming or outgoing mail, the item shall be removed from the detainee's mail and a written record made. Any cash received with detainee correspondence is handled according to the Detention Standard "Accountability and Safeguarding of Detainee Funds and Personal Property." Other prohibited items discovered in the mail are handled in accordance with the Detention Standard "Control and Disposition of Contraband."

## Components & Space

The mailroom should be located within the secure perimeter and adjacent to the control room. The mailroom is comprised of a large room in which to receive, sort, and inspect mail. Access to the mailroom should be restricted and walls, windows, and doors should be of secure construction.

Staff mail may either be distributed to staff or staff boxes located in the mailroom when mail is to be picked up rather than delivered. The mailroom should be located in a major traffic area so that staff can pick up mail daily.

Consideration should also be made for locating the mailroom close to both the Processing area and the cashier's desk. Because storage space for detainee belongings is limited in Processing, locating the mailroom near this component facilitates mailing of personal items. The cashier's desk should be located near the mailroom so that money received for detainee accounts may be easily processed.

The mailroom should have sufficient space for mail sorting and temporary storage of letters, packages, magazines, and newspapers. Space should also be allocated for mailroom equipment.

A small interview room is required adjacent to the mailroom where detainee *special correspondence* may be opened in the presence of the detainee. This may be performed in the Detention Administration Hearing Room/Conference Room.

# CHAPTER 20: TRAINING

*This chapter defines Training and describes design requirements for the spaces.*

## Function

The function of Training is to provide the level of instruction necessary for employees.

## Staff & Activities

The basic activity of Training is providing training services to INS Officers and Staff. At least one full time officer is dedicated to providing training services at the SPC. (For planning purposes, one training staff member is required per 100 staff.) At larger facilities, additional staff may be required to provide the level of training necessary on site. Where demand requires it, training staff may include up to 2 training officers, 2 training coordinators/administrators, a recreation specialist, and a clerk. At facilities with training personnel of more than 4, an additional training manager/supervisor is required. This training manager/supervisor position is a component of SPC Administration.

All staff require training, including contract security guards, INS detention officers, and clerical personnel. The training should accommodate all security and non-security personnel as recommended by American Correctional Association (ACA). Training may occur on-site or off-site; and can be provided by trained officers, by outside contract trainers, or in conjunction with other agencies such as the border patrol.

Training may be divided into two broad categories: Staff Training and Officer Training.

Staff training is site specific and is provided to kitchen, laundry, maintenance, clerical, and public health staff. Typically, eighty (80) hours of on-site training is provided to kitchen, laundry, and maintenance staff; plus eighty (80) hours of off-site training for Public Health Staff. Clerical staff receives sixteen (16) hours of on-site training.

Officer Training includes pre-service training, first-year training, special training, and training for specific officer positions:

- *Pre-Service Training* is given off-site at local law enforcement academies or community colleges.
- *First-Year Training* may be provided at the facility or off-site.
- *Annual Continuing Training* is conducted at the facility or off-site and typically this training consists of Evacuation procedures, First Aid, CPR, site specific training, some classroom training, plus some physical training.
- *Special Training* is provided on-site or at locations designated for the type of training. Special training includes: Firearms Training, Bus Training, Commercial Driver's License (CDL) Training, Emergency Response Team (ERT), Special Weapons and Tactics (SWAT), and Fire Arms Training scenarios (FATs).

- Additional training is provided for specific officer positions to include Correctional Officers and Recreation Specialists.

## **Components & Space**

Training should be located outside the main secure perimeter in a zone restricted only to staff. The main training area needs to be located on-site, to allow the staff to concentrate on the training while remaining available for emergency support. Training space is comprised of two main components: classroom space and a physical training area. They should be located within close proximity of one another. The physical training area should be located adjacent to staff locker and showers.

A minimum of two (2) classrooms is required at each SPC with classrooms sized for approximately 20 people and equipped with a computer and printer, video player, projection system, marker board, coffee bar, and data outlet. The physical training room should have a storage room for mats, dummies, etc.

An office with a storage room for books, videos, and reference material is also required for training staff. The training officer should be located in close proximity to both the physical training area and the classrooms.

The Muster room may also be used as a training room, though separate training areas are required to avoid conflicts in schedule. In a smaller facility, staff muster and training can be performed in the SPC Administration Conference room or shared with Training/Exercise.

# CHAPTER 21: STAFF SERVICES

*This chapter defines Staff Services, and describes design requirements for the spaces.*

## Function

Staff Services includes the meeting, locker, and break facilities provided to serve the staff.

## Staff & Activities

Staff Services are the areas that allow the staff to change and prepare prior to coming on duty, store their personal items outside of the secure perimeter at the facility, plus perform tasks such as report writing away from their posts, and to relax during breaks.

The staff may purchase meals from food service but security staff does not take formal lunch breaks and most remain on duty their entire shift. Officers eat their lunch while on duty at their post, in the staff dining area or break room. If their assigned detainee group dines in a centralized dining area, the security officers can dine in the designated staff dining area at the same time.

The SPC has a staff muster for each shift, with all the security staff assembled for a daily briefing before they go on duty.

The SPC does not provide uniforms or laundry service to the staff.

## Components & Space

Staff Services are an incentive to attract and retain qualified staff. On an individual basis, INS staff spends more time in a facility than the detainees. The work environment provided for the staff should be a primary design consideration.

### *Staff Lockers*

Staff locker facilities should be located adjacent to the SPC Administration and Training areas. Locker and shower facilities are required so officers may change uniforms at the site. All staff, including INS officers and contract guards, will use the same shower facilities. Separate facilities are provided for male and female staff at an approximate ratio of 60 to 70% male and 30% to 40% female. This ratio may be adjusted depending upon local employment trends and the specific mission of the facility. For facilities with female detainees, the ratio of female employees generally increases, which will in turn, increase the need for female locker space.

Additional lockers should be provided in a quantity of 20% above projecting staffing needs. Additional locker space shall be provided to accommodate fluctuations in gender of INS officers.

A separate locker room for supervisors may be provided at the SPC. Where separate locker rooms are designed for supervisors, supervisors and officers must share the same shower and toilet facilities. Showers and toilets should be directly accessed from both supervisor and officer locker rooms.

### ***Staff Dining***

Staff dining must be separate from detainee dining at the SPC. This dining area or break room should be equipped with basic kitchen needs such as sink, refrigerator, and microwave.

At some facilities, staff may eat food prepared from the kitchen. Where food at the facility is prepared in advance, food arrives at the staff dining area ready to heat and eat. Staff have an “order down” system in facilities with serving lines.

# CHAPTER 22: SECURITY COMMAND

*This chapter describes the organization of the security staff, the spaces required for operations, and the procedures and management methods used to ensure security.*

## Function

Security operations and systems must maintain control and protect the safety and welfare of the staff and detainee population.

## Staff & Activities

Security Command staff includes a shift commander, INS officers, and/or contract guards. All personnel providing security services are under the jurisdiction of the Chief Detention Officer. A shift commander is on duty at all times (one per shift) and is responsible for making decisions concerning security and the immediate handling of detainees. Other Security Command positions include contract security directors, clerks, and detention operation supervisors.

Security Operations provides detainee supervision and SPC surveillance on a 24-hour basis throughout the year. Security staff operates on a 3-shift pattern of morning shift (1st), day shift (2nd), and evening shift (3rd). A staff muster is held at the beginning of every shift. Shift schedules are:

- Morning: 12:00 midnight to 8:00 AM;
- Day: 8:00 AM to 4:00 PM; and
- Evening: 4:00 PM to 12:00 midnight

General responsibilities of the security staff include maintaining: positive identification of all detainees under custody; a secure environment free of contraband or weapons; effective communication with the detainees under their care; monitoring conformance of the detainees with institutional rules; administering disciplinary action; detainee rights; mail distribution; provision of services; ready response to fire; security or medical emergencies; and completing documentation for incident, end of shift, and other reports.

Security staff is located at fixed posts and in roving or patrol assignments. Fixed posts include locations at Central Control, gatehouse, vehicle sallyport, loading dock, processing, housing control posts, visiting, EOIR, recreation, library, food service, health service, laundry, commissary, or other locations. Roving or patrol assignments can include perimeter road surveillance, visiting or EOIR escort, internal escort; and supervision for work assignments in food service, laundry, commissary, warehouse, maintenance, janitor service; plus escort, patrol, and supervision of housing groups. Patrol officers assigned to housing will escort and supervise housing population groups dining, attending programs, recreation activities, library visits, and other daily routine activities and services.

## ***Detainee Identification***

Detainee counts occur after every major phase of the detainees' daily routine such as at mealtimes, lights out, and after outdoor recreation, or at least four (4) times during a shift. Standing counts are performed at each shift change, with all detainees required to stop activities and remain in one location until the count is cleared. Other counts may be running counts when detainees are allowed to continue their activities.

Detainees are identified by their institutional uniform. With the implementation of classification, detainees may be identified by one of three (3) possible methods: armbands, colored uniforms indicating security classification, and detainee I.D. cards, plus card readers. For large facilities or those requiring extensive detainee movement, card readers provide a computer assisted and cost effective approach to identification.

## ***Rules, Detainee Discipline and Rights***

Detainees receive an orientation during intake processing explaining their rights and the institution's rules and policies. Information is also posted in the housing areas. Detainees who violate rules are provided a hearing that takes place at a location away from housing. Detainees guilty of violating rules may be placed in a higher level of security housing or in disciplinary detention and may be denied privileges afforded the general population.

## ***Mail Distribution***

Security Operations provides mail distribution to the detainees. Detainee mail is received from SPC Administration by the Shift Supervisor and initially sorted by housing areas. The security guard assigned to the housing areas then distributes it to the detainees under his/her supervision.

## **Central Control**

Central Control activities include:

1. Monitoring egress through the primary security perimeter;
2. Receiving incoming communications;
3. Maintaining inmate logs;
4. Monitoring emergency systems;
5. Allowing public to enter the secure perimeter; and
6. Key and armory control.

## ***Monitoring Egress***

Central Control monitors and operates all egress through the primary security perimeter. This includes access through the main pedestrian and vehicular sallyports. If the vehicle sallyport is

located out of direct visual sight lines of Central Control, may be by a second local fixed control post.

### ***Incoming Communication***

Central Control receives incoming communications, via public telephone service (during non-business hours when administration clerical support are off duty), telex terminals, and mutual assistance radio systems. It also provides back-up monitoring and control of security devices and has the ability to override other control posts, if the subordinate posts are overtaken. Central Control video monitors all surveillance systems.

### ***Inmate Logs***

Central Control receives all detainee counts and maintains a log of detainees under detention. Staff at Central Control distributes all radios and keys to officers and guards on duty, monitors all emergency systems to include: man-down pens, dispatching staff for assistance, and contact of outside parties for assistance. Emergency systems do not trigger automatic outside response, but rely upon action by Central Control staff to summon outside assistance.

### ***Entrance to Secure Perimeter***

Visitor check-in is handled at the Public Lobby Reception Desk, where staff will notify Central Control of those visitors who may be admitted into the main secure perimeter. All visitors entering the institution's secure detention areas are issued passes by Reception and escorted to Central Control. Egress from the EOIR Court is controlled by the Lobby Reception Desk, though Central Control has over-ride control of both the court entrance, court sub-lobby and the lobby entrance to prevent escape, if the lobby position is overtaken.

### ***Key Control***

Central Control manages all keys for the facility. Keys for high security areas are stored in cabinets with high security locks. Central control must be able to visually survey the entrance to the Armory.

## **Components & Space**

Security Command, Central Control, and the main pedestrian sallyport should be located adjacent to one another. Security command must be located inside the primary secure perimeter in order to provide the security staff with direct supervision.

Security Command space is comprised of staff offices, conference hearing room, staff muster room, central control room, armory, and key room. All glass in the Security Command area should meet the two-hour standard for attack resistance and must be shatter proof.

## ***Staff Offices***

Offices are required for the Chief Detention Officer and the Detention Operation Supervisors. One large office is shared between three (3) Detention Operation Supervisors (DOS) since these officers are on different shifts. The DOS office is equipped with three (3) workstations, one for each officer.

## ***Conference/Hearing Room***

A conference/hearing room is required for disciplinary hearings. Detainees who require a hearing (for rule violation) are provided a hearing in this area.

## ***Staff Muster Room***

The staff muster room is an assembly space for Security Command staff. The staff muster room serves as a gathering place for security command personnel prior to each shift and when responding to an incident. This room must be sized to hold staff on the largest shift. In smaller facilities, staff muster may share space with the SPC Administration conference room.

In larger facilities, the armory should be located adjacent to staff muster so that the staff has sufficient room to prepare for emergency action. In smaller facilities, the armory should be located adjacent to the SPC Administration conference room. The armory should be accessed only from outside the primary secure perimeter. Central Control regulates access to the armory.

Officers require a space for preparing reports and require computers to access e-mail. A muster room or a multi-purpose room should be provided for these activities and it should be equipped with tables and chairs and also have provisions for computers. The multi-purpose conference/hearing room must be equipped for disciplinary hearings, report writing, and program counseling activities. The muster room may also serve as a training room.

## ***Central Control Room***

Central Control must have a secure perimeter. Security Command should contain sufficient space for monitoring and coordination of all internal and external security, communication, safety alarms/detection, and mechanical/electrical systems. Central Control should be sized so that one individual can reach all of the controls with minimum movement.

Central Control is responsible for all sallyports. All spaces designated as a sallyport must have interlocked doors so that the entrance and exit doors may not be opened at the same time, except by an emergency override.

## ***Key Room***

The key room should be located adjacent to Central Control since staff at this location manages all keys for the facility. Keys for high security areas are stored in cabinets with high security locks.

## ***Armory***

The armory should be located outside the secure perimeter but near Central Control in order to provide visual monitoring. Entrance to this area should be controlled with a key and alarm system. Entrances to the armory should be video monitored and recorded. The armory should be equipped with two (2) doors: a main door and a day door. The day door provides daytime access for security staff to the armory for practice, cleaning, and maintenance.

The armory should be at least a minimum of 18.5 square meters (200 square feet) and must be able to accommodate a workbench for cleaning and repairing weapons. Gas, weapons, ammunition, shotguns, riot guns, and specialized equipment are stored in the armory. Some disturbance equipment (shields, vests, batons, etc.) may also be stored in this space. Guns are double-locked or kept in a gun chamber within the armory.

The armory must be equipped with a fire suppression system and should be climate controlled. Venting to the outdoors is necessary because of solvents and waste storage.

A ready room is required adjacent to the armory. The ready room serves as an area for equipping security staff when an incident occurs. In some SPC facilities, the muster room may serve as the ready room. Ready rooms should be equipped with eyewash/shower stations.

Special Weapons and Tactics (SWAT) team equipment closets should be located at two or three decentralized locations in the SPC. Decentralized SWAT team equipment allows for quicker team response to incidents within the facility. These closets should hold disturbance equipment such as shields, vests, batons, etc.



# CHAPTER 23: HOUSING

## General Planning Issues

This chapter defines the spaces related to housing and describes design concepts and architectural requirements, including the division of bed capacity into groups, the type and amount of supervision to be provided, and how services are delivered for each group of beds. The design of the housing facilities is a critical issue for the success of a detention facility. The housing area will normally comprise approximately 50 percent of the total building area, depending on the split between centralized services and the percent of dormitory beds.

Issues that impact the design of the housing areas including the following:

- The breakdown of detainee populations into separate classification groups.
- The subdivision of housing into clusters and pods of beds.
- The level of supervision at housing for each population group.
- Type of housing appropriate for each population: dormitory, single cell, multiple occupant cells, special treatment cells, or residence suites.
- General types of spaces at the housing area include: sleeping areas, dayrooms, hygiene facilities, service cores, supervision posts, and recreation yards.
- The supervision philosophy utilized at the institution – direct/indirect. This determines the type of control posts.
- The use of unit management teams.
- Service to be provided at housing: cluster/pod/bed, food service, visiting, programs, sick call/exam, library services, recreation, detainee property storage, hair care, and commissary.
- Housing footprints include a discussion of the principals of the configuration. There are functional drivers that determine the selected shape, including supervision sight lines, resulting constructed area and volume, degree of movement, separation of activities, and complexity of construction. Variations include: multiple level with or without a mezzanine, circular/oval, polygonal (octagon, hexagon, square, triangular), inverted polygon (butterfly or “L”), or linear/racetrack block.
- Features of cells – unencumbered space, encumbered space, furniture, fixtures, hygiene facilities, lock-down capability, future additional bed capability, and delivery of medical or other bedside services.
- Features of dormitories – bedside features, bed groupings, acoustical issues, group hygiene facilities, and predator control.
- Features of residences – normalized living arrangements and provision of domestic spaces.
- Dayroom features - dining capability, active and quiet areas, acoustical properties, security risks, and access to natural light and views.

- Control posts.
- Service cores – program space, storage space, and medical exam space.
- Housing recreation yards.

## Detainee Population Groups

Housing facilities are directly designed to reflect the breakdown of the institutional population into detainee classification groups. Separate housing areas are required for male, female and juvenile detainees. These areas must be separated from one another by sight and sound. Special accommodations should be considered for families when they are held at facilities.

The number of beds provided for each population group are normally rounded to a planning module, either 4 or 8 beds at a time, to gain efficiencies for hygiene facility ratios. To gain efficiencies in supervision and support spaces, certain population groups may be combined into larger manageable groups of the population.

Housing areas should be broken down into a manageable hierarchy of bed groupings called clusters and pods. The pod is the basic management level for officers of detainees, with one to two guards posted in a pod, managing a discrete number of detainees. The pod contains the basic living facilities for the group of detainees, including the sleeping areas, dayroom, and hygiene facilities. All the detainees in one pod should be of the same detainee classification group. Pods can be grouped together in clusters, with the same or compatible detainee classification groups combined together in one cluster.

Some institutions utilize unit management with a separate unit security-control management team, each responsible for a distinct cluster. For institutions that utilize unit management, a unit is synonymous with cluster. Classification, counseling, discipline, and other detainee management activities are then delegated down to the unit for the population assigned to it.

As discussed in the detainee classification chapter of this guide, the supervision level can vary based on the total number of detainees, the security and service characteristics of the individual groups of detainees, and the efficient grouping of detainee management groups into constructable housing areas.

In general, the following supervision ratio types should be considered:

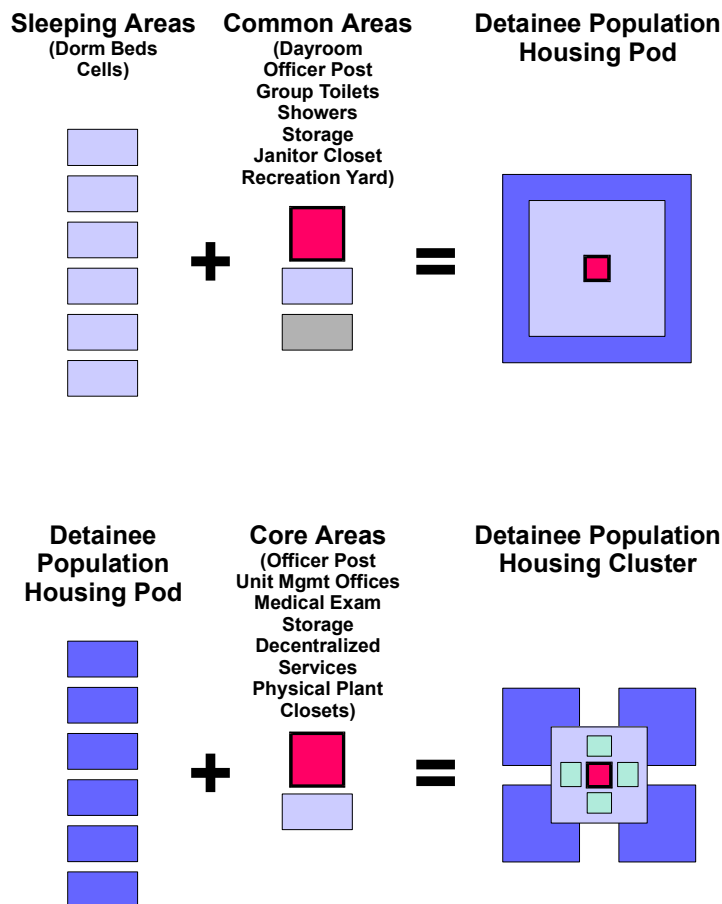
<b><u>Population Group</u></b>	<b><u>Housing Pod</u></b>	<b><u>Housing Cluster</u></b>	<b><u>Primary Supervision</u></b>
Low Risk Population	64	512	Direct
Medium Risk Population	48	384	Direct
High Risk	24	96	In-Direct
Segregation	16	96	In-Direct
Family/Juvenile	48	192	Direct

The staff assigned directly to the housing pod is responsible for providing detainee support, such as dispensing razors, writing materials, and other items; and responding to the detainees' questions and concerns. The cluster level staff position is only responsible for operating door mechanisms and for communications monitoring. Only a secure indirect supervision fixed post at the housing pod requires a transaction window. All dormitory and residence housing should be supervised by direct supervision at the pod posts.

## Spaces Comprising Pods and Clusters

The housing pod includes the detainee sleeping spaces (a dormitory or group of cells), the dayroom space, the group hygiene facilities, staff supervision posts, officer toilet facilities, janitor, and storage space. If the detainees dine in the dayroom or cells, food-staging equipment should be provided in the pod. For recreation at the housing areas, the outdoor recreation yard may be located directly off of the pod. A pod can also consist of a set of residence suites supervised by one staff post.

The housing cluster includes the housing pods, an enclosed secure detention officer post, office space for unit management staff, storage space. Services provided at the housing cluster level include: program space, visiting, laundry, commissary, hair care, library, medical exam, and group counseling.



**Figure 23.1 Hierarchy of Spaces in Housing Facilities**

## Sleeping Areas

This guide defines three basic types of housing sleeping areas. They include cell, dormitory, and residence.

The mix of housing sleeping areas for an SPC must be determined based on the type of population to be housed in the facility. Historically, dormitories are utilized for the majority of the bed demand. For future SPC facilities, a greater percent of the beds should be housed in cells to allow the INS to increase security control of higher risk populations. Unless otherwise indicated by the population mix, SPC facilities should be planned with approximately 50% of the population in dormitories and 50% of the population in cells.

In general, the following housing types should be considered for each population group:

<b><u>Population Group</u></b>	<b><u>Housing Type</u></b>
Low Risk Population	Dorm
Medium Risk Population	Double Cell
High Risk	Single Cell
Segregation	Single Cell
Family/Juvenile	Residence

Double occupancy cells should be used for medium risk population detainees, while higher risk and segregation populations should be housed in single occupancy cells. Cell beds provide greater management control flexibility for the facility to house higher risk detainees.

Dormitories provide more economical housing with lower construction and supervision costs. The use of dormitory housing assumes that the general population is a low security risk and allows the SPC to accommodate the largest number of detainees in the most economical manner. To assure staff control of the dormitory setting, non-compliant detainees must be removed from the population and placed in higher-security housing. Any future changes in population characteristics, such as criminal tendencies and security risks, must be carefully monitored to assure that dormitory settings are appropriate.

Residence housing provides appropriate social group settings for family and juvenile detention, where adult interaction with young detainees is desired. Residential housing also provides a transitional setting for long-term institutionalized individuals who must learn to maintain their own living routines before being released from custody.

## Cells

Cells are defined as enclosed space with one or a limited number of occupants. Cells may be single or multiple occupancy, though they normally have no more than two and never should exceed eight occupants per cell. Multiple occupancy cells are differentiated from dormitories in

that they are grouped with other cells for supervision, while a dormitory has an officer directly supervising the space, either from a direct supervision post in the dorm or from an enclosed post.

Cells must be equipped with toilet and lavatory for the use of the occupants. Cells require 3.25 SM (35 SF) of unencumbered space for one occupant and 2.3 SM (25 SF) of unencumbered space each for two or more occupants plus 1.7 SM (18 SF) of space for the bunk, plus 0.5 SM (5 SF) for a desk, 0.2 SM (2 SF) for a storage locker, and 0.5 SM (5 SF) for the toilet for a total of 6 SM (65 SF) of space per occupant. Cells where detainees may be under a 10 hour or more lockdown require a minimum area of 7.5 SM (80 SF).

Cells must be equipped with the following minimum equipment per occupant: Bed, plumbing fixtures (if inside the cell), desk, locker, and chair or stool. The space should have a combination stainless steel toilet/lavatory/drinking fountain with cold running water and metered faucet, a built in toilet paper holder, and a soap dish. The cell should be equipped with a detention collapsible coat hook, a polished stainless steel mirror, a detention-grade fluorescent light fixture, and steps for double bunks if used. The cell should have natural light within 6 meters (20 feet) of the bed, a detention swinging door that swings out, a view window in the door, heating and ventilation, fire detection and sprinkler suppression with detention sprinkler heads, audio monitoring at the housing control posts, and a speaker. No electrical outlets should be provided inside the cell. A food pass through should be provided on doors for cells with dining in the cell.

Single-cell segregation housing is for temporary separation of detainees. This provides bed space for special purposes such as medical observation, disciplinary, or protective custody segregation. Since these beds are used on a temporary basis, they are not part of the rated bed capacity. Detainees are held in the non-rated cells for less than 72 hours or until they have recovered from their medical ailment before being returned to their assigned beds.

The non-rated beds for disciplinary/medical segregation must have continuous, direct visual surveillance from a staff position. This housing setting may be placed directly adjacent to the fixed staff position. At least one of the disciplinary/medical segregation cells requires a glazed front to allow direct visual observation from a fixed staff position. One of the medical segregation cells should be equipped with a floor mounted rim flush floor drain in lieu of a toilet and designed for padded finishes.

## **Dormitories**

Dormitory sleeping space is defined as an open space with multiple beds (usually 4 or more), with direct access to group toilet/lavatory facilities. With dormitory housing type, the pod size is limited to the number of beds that can be grouped in one dormitory. Capacity should be limited to 64 detainees per dormitory.

Dormitories require 2.3 SM (25 SF) of unencumbered space for each occupant, plus 1.7 SM (18 SF) of space for the bunk, plus 0.5 SM (5 SF) for a desk, and 0.2 SM (2 SF) for a storage locker for a total of 4.7 SM (50 SF) of space per occupant. Individuals with disabilities require an additional 0.9 SM (10 SF) of space for a total of 5.6 SM (60 SF) of space per occupant. Each group of 4 beds should be divided from other beds by a screen or acoustical divider.

Dormitories must have a bed for each occupant, though they can be combined into double level bunk bed arrangements. A desk and chair or stool is required, along with a storage locker and hooks for hanging clothes.

Occupants in dormitories must have direct access to toilets and lavatories without staff assistance. Dormitories require a minimum of two toilet fixtures; a minimum ratio of one toilet per every 12 male detainees and one toilet per every 8 female detainees. Separate drinking fountains must be provided in the dormitory area.

Doors for dormitories should be detention grade and swing out. A natural light source should be located within 6 meters (20 feet) of each detainee's bed. The dormitory should have



**Figure 23.2 Dormitory with Modular Furniture**

detention grade lights that allow for two different light levels, one for daytime and one for nighttime supervision.

Dormitories must be provided with heating and ventilation, fire detection and sprinkler suppression with detention sprinkler heads, audio monitoring at the housing control posts, and speakers. No electrical outlets should be provided inside the dormitory.

## Residence

A residence is defined as living units containing one or multiple bed spaces, with living, hygiene, and other spaces incorporated into an apartment suite, separate from other bed areas. Each individual residence suite should consist of no more than 8 beds to allow for social conditions to exist between the individual residents. Residence housing is differentiated from other housing types because the dayroom allocation is divided between the individual residence suites that comprise a pod. The residence suite allows for direct access from the sleeping area to the dayroom and suite group toilet facilities. Residence suites may have dining and, in some instances, kitchen areas for normative family domestic routines.

Residence bed spaces require 3.25 SM (35 SF) of unencumbered space for the one occupant, and 2.3 SM (25 SF) of unencumbered space each for two or more occupants, plus 1.7 SM (18 SF) of space for the bunk, plus 0.5 SM (5 SF) for a desk, and 0.2 SM (2 SF) for a storage locker, for a total of 5.6 SM (60 SF) of space per occupant. Bed spaces where detainees may be under a 10 hour or more lockdown require a minimum area of 7.5 SM (80 SF).

Residences must have a bed for each occupant, though they can be combined into double level bunk bed arrangements. A desk and chair or stool is required, along with a storage locker and hooks for hanging clothes.

Occupants of Residence housing must have direct access to toilets and lavatories without staff assistance. The residence will be provided with group toilet, lavatory, and shower facilities located off of the dayspace within each residence suite. Residences require a minimum of two

toilet fixtures, with at least one toilet per every 12 male detainees and one toilet per every 8 female detainees. Separate drinking fountains must be provided in the residence area.

Residences will each have individual dayspaces. The dayspaces should have 3.25 SM (35 SF) and 9 SM (10 SF) of dining space. The dayspace should be equipped with a detention grade table and chairs, a television secured in a tamper resistant enclosure, shelving for reading material, and a waste receptacle. The residence should also have a janitor storage cabinet, and may have a kitchen with a sink with hot and cold water from a lever faucet, single burner range, microwave oven, refrigerator/freezer, and upper and lower cabinets for storage of eating utensils.

Doors for residences should be detention grade and swing out. Individual sleeping rooms may have doors equipped with latchsets. A natural light source should be located within 6 meters (20 feet) of each detainee's bed. The residence should have detention grade lights.

Residences must be provided with heating and ventilation, fire detection and sprinkler suppression with detention sprinkler heads, audio monitoring at the housing control posts, and speakers. Electrical outlets may be provided for the kitchen and television, but no outlets should be provided in the sleeping or toilet area.

## Dayrooms

Dayrooms should provide a minimum of 35 square feet of space per inmate for the maximum number of detainees who use the dayroom *at one time*. The dayroom square footage should be calculated for the number of users at one time rather than the total number of detainees served.

Dayrooms should be no less than 100 square feet.



The dayroom is generally composed of open seating and writing surfaces for detainee use. Detainee furnishings should be consistent with the security risk level of the detainees. In general, standard detention furniture and modular furniture are suitable. A television enclosed in a tamper-resistant enclosure, as well as audio and video security monitors, speaker, fire detection, alarm, and suppression system should be provided at the dayroom.

**Figure 23.3 View of Dayroom**

The dayroom supervision post should have a console with radio communication to the cluster control posts and central control. The post may have the primary control for remote release doors for cells and other spaces in the pod, lights, television, thermostat, and emergency response button, though these controls must have override control by the cluster post and central control.

Each housing pod should be equipped with a small medical interview room. This allows nurses to interview sick call detainees and administer simple medical services at the housing pod, reducing the amount of detainee traffic to Health Care.

Each pod should have a janitor closet and linen storage room directly serving the dayospace. The dayospace may also have a library alcove.

## **Bathroom Fixtures and Plumbing**

Toilets are provided at a ratio of one for every 12 male detainees and one for every 8 female detainees, showers at a ratio of one for every 12 detainees, and lavatories at a ratio of one for every 12 detainees. Each dayroom must have at least one drinking fountain.

The pod supervision post must have direct visual surveillance of the group toilet and shower area. Showers should be clustered and under direct visual surveillance from the supervision post. Both toilets and showers need to have modesty partitions extending to 1,200-mm (48 inches) above the floor, allowing security personnel to observe above the chest.

Drinking fountains must be accessible at all times through bubblers, combination units, or individual units.

All plumbing chases should be accessible from outside the cell. All plumbing fixtures should have rear service with clean-outs, and shut off valves as required.

## **Recreation Yards**

General requirements for recreation yards, including size, are included in the Recreation chapter of this guide. Recreation yards at housing should be placed to allow security officers to supervise both the recreation activity and any activity within the housing dayospace; otherwise additional staff members are required for observation of recreation.

The recreation yards should provide open-air recreation for detainees while minimizing their movement away from the housing area.

## **Service Cores**

In addition to the cluster security officer posts, spaces that are required with the housing include: officer toilets, janitor closets both inside the dayroom and off of the cluster circulation corridors; any equipment rooms necessary for mechanical, fire safety, communication, or other building infrastructure; storage areas for linen supplies and other consumable items dispensed by the security posts. Based on the service delivery models selected, service cores may also have medical exam space, meeting/classrooms for programs and counseling services, barber rooms, commissary dispensaries, visiting areas, personal laundry machines, library, personal property storage, and unit management offices. These requirements are covered in the relevant chapters in this guide. Items for specific spaces include:

Direct supervision security officer posts are described as part of the dayospace.

Indirect pod level security officer posts should be equipped with the same equipment specified for the direct supervision posts. In addition, the post should be enclosed with attack resistant glazed partitions and be raised above the dayroom floor level. A pass through should be to dispense items to the detainees. If detainee circulation or other space is placed under the fixed post, then the post should have an open grate floor or another means of direct visual monitoring of the space below.

Indirect cluster level security officer post should be equipped with override controls for all doors within the cluster, exit controls for the pods to the cluster, override controls for lights, HVAC, fire and security alarm systems, television systems, and speaker systems. All camera and audio systems within the housing cluster should be monitored by the office post. A toilet and a small coffee counter should be provided within the fixed post to allow the officer to take breaks without requiring relief staff or making the detainees aware that the officer is out of his/her post.

Janitor closets should have detention grade doors with remote release from the office posts. They should be equipped with janitor sinks and storage for cleaning supplies.

All equipment rooms should have access from outside the pod area.

Linen and dispensary storage areas should have detention grade doors, and allow the officer to enter the space without being interfered with by detainees. Dutch door, windows, or pass through openings need to be provided to allow officers to dispense items from the storage areas. Walk-in storage areas should not open directly off of day space or other detainee occupied areas.

Unit management offices should be accessible off of cluster corridors. They should have detention grade doors with locks and attack resistant windows to allow the officers to observe activity outside of their office. Unit management offices should be equipped with desks, chairs, file cabinets, computer LAN connections, outside line telephone connections (with cutoff switches at central control), and individual light controls.

## **Housing Configuration**

The housing areas are configured to allow direct visual supervision of detainees through their daily routine while minimizing the amount of constructed area and volume. Design decisions include: the exact length and width of the cell or dormitory bed module, the use of mezzanine tiers within the pod, the location of the plumbing fixtures in the cells and group fixtures in the dayroom, the degree of movement and direct access from the dayroom to other activities and services, the degree that other activities are separated from the general dayroom activities, the position of the pod and cluster staff posts, and the overall geometric shape of the housing pods and clusters.

The housing sleeping areas should be arranged around a supervision post to afford the greatest visual surveillance of the areas while minimizing blind spots. While arranging housing around the post requires more building area, it results in better surveillance, and ultimately reduces staff costs and lowers vandalism.

A mezzanine configuration, with a number of the sleeping areas located along an upper walkway, is recommended for housing areas which allow closer visual observation of a larger

number of detainees while reducing excess dayroom area. This design configuration also provides better security through improved sight lines and also psychologically reinforces the perception that the detainees are being watched. Mezzanine configurations can be used for both cell and dormitory housing types. For dormitory mezzanine housing, additional consideration must be given to acoustical issues because any dayroom activity can disrupt occupants trying to sleep.

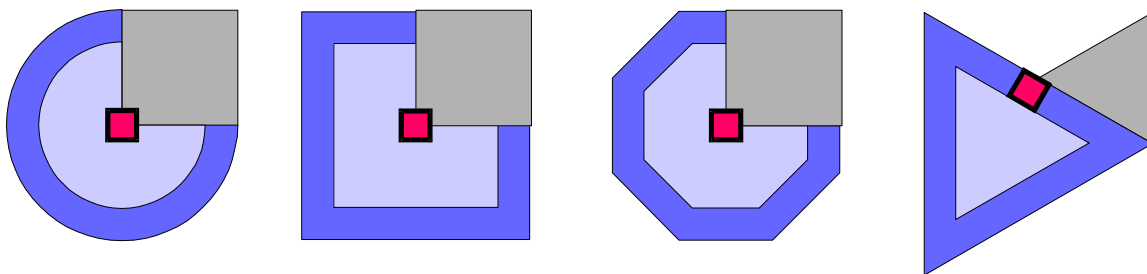
For housing areas with mezzanines, the fixed supervision post should be raised above the floor level to provide the staff with unobstructed sight lines.



Different geometric configurations can be used for arranging housing areas. In general, all the configurations that may be considered for SPC facilities place the detainee occupied areas around the pod supervision posts. Configurations that position the supervisor at one end or corner, or require the supervisor to patrol around corridors such as linear or racetrack arrangements, should be avoided.

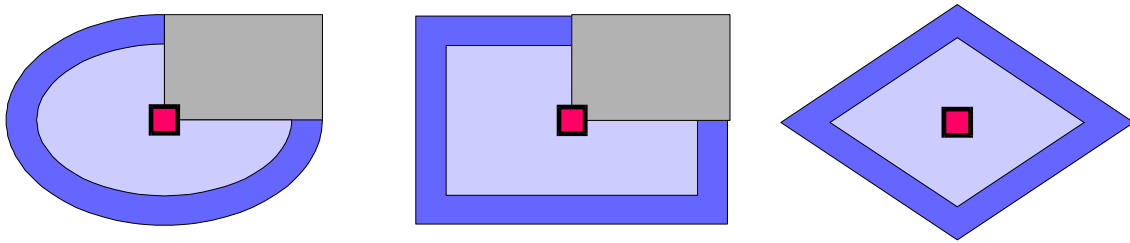
**Figure 23.4 Illustration of housing cells with a mezzanine level arrayed around a supervision post.**

Geometries that create the arrangement of the area around the post include circular/oval, polygonal (octagon, hexagon, square, triangular) shapes. Simpler shapes will be easier and less costly to construct.

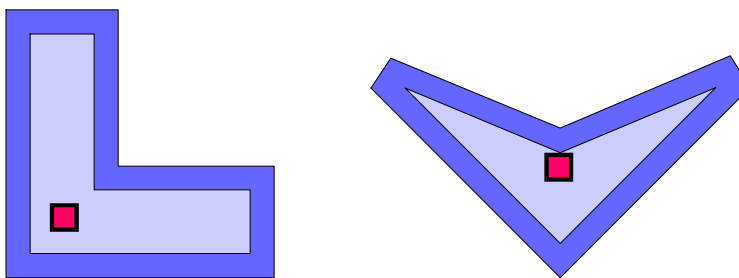


**Figure 23.4 Housing Geometries**

To reduce constructed area, strategies can be used to minimize the dayspace area. This includes elongating the geometry, or making one of the apex points concave. The drawback to these design strategies is less direct visibility to the outlying bed areas.

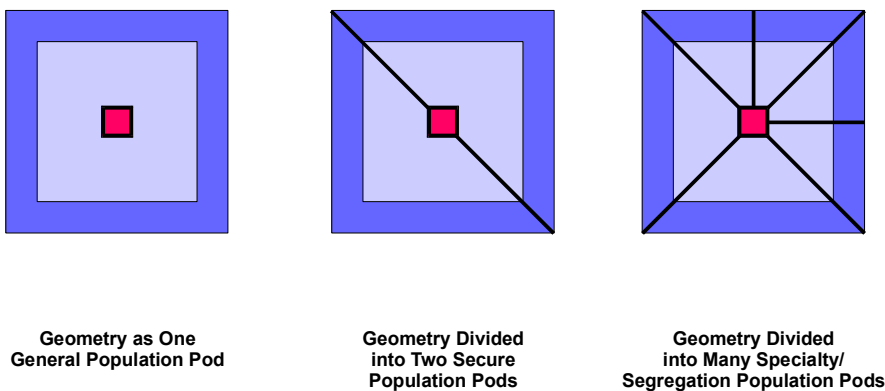


**Figure 23.5 Elongated Housing Geometries to Reduce Constructed Area**



**Figure 23.6 Concave Footprint Geometries to Reduce Constructed Area**

When institutions require pods of different sizes for different population groups, the pod sizes can be established at a factor of the largest size, allowing the basic footprint to be sub-divided to form the smaller pods.



**Figure 23.7 Sub-Dividing A Footprint To Form Housing Pods**

The following diagrams show standard layouts for SPC housing units.

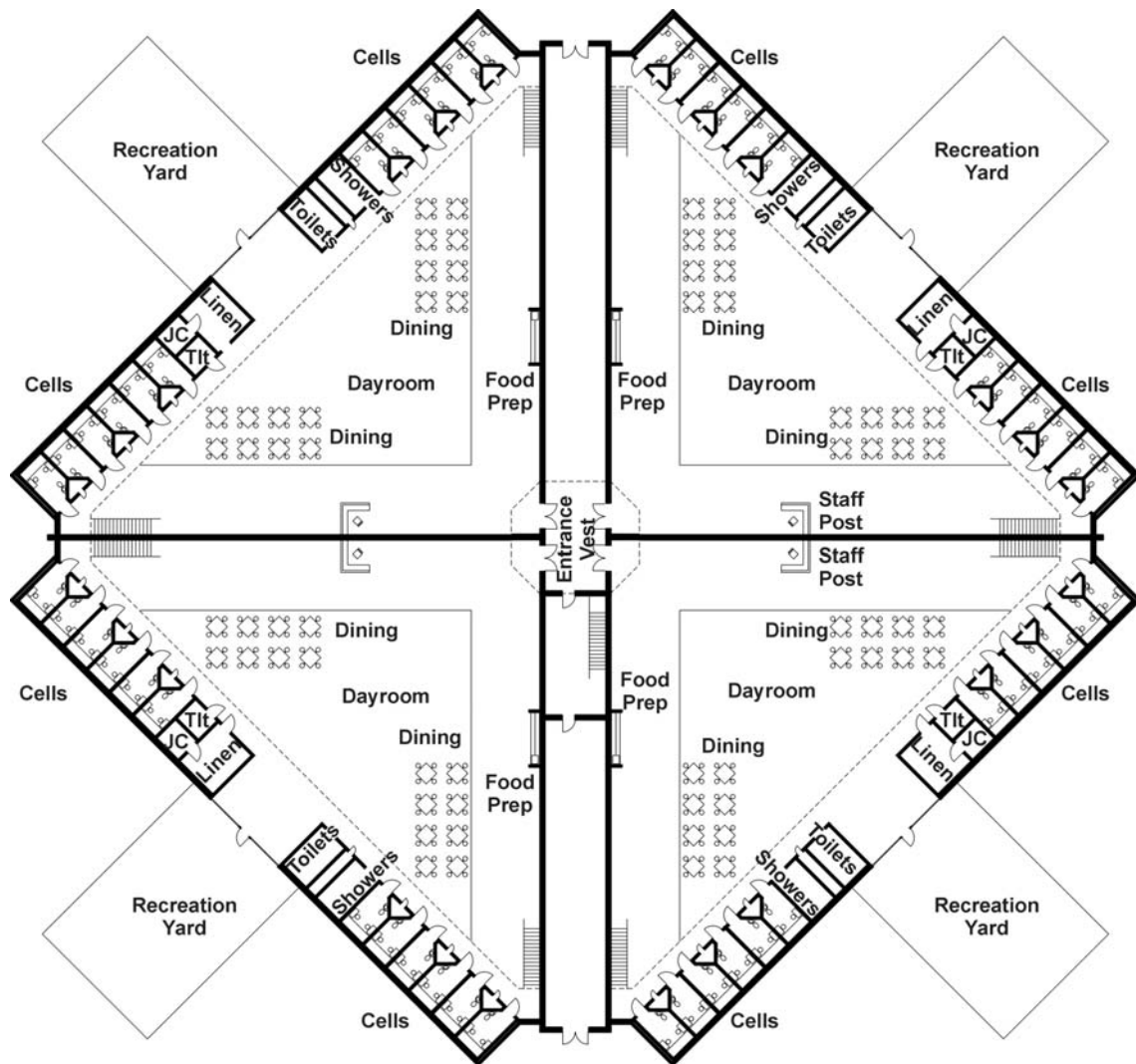
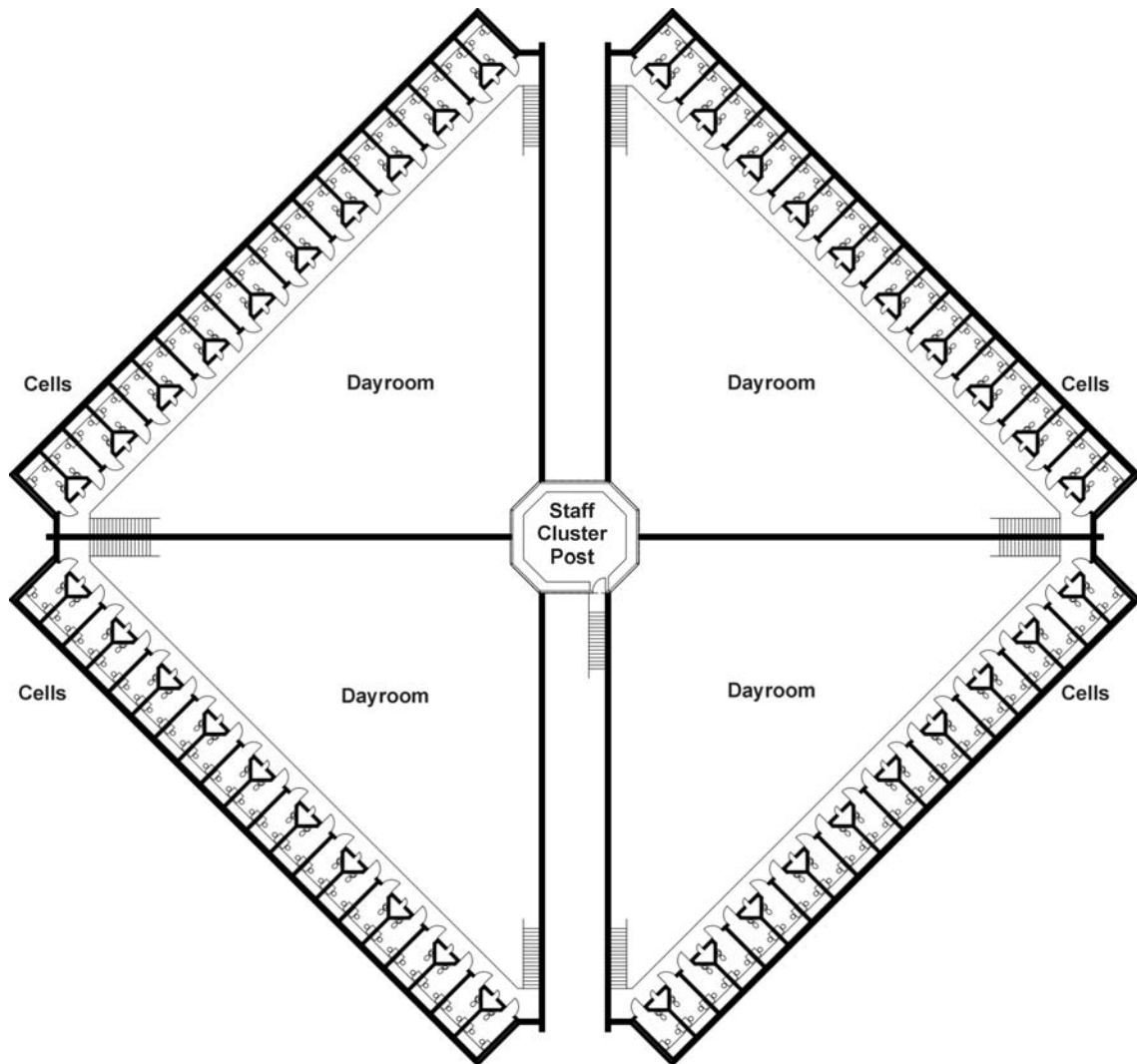


Figure 23.8 Example Housing Floor Plan



**Figure 23.9 Example Housing Mezzanine Floor Plan**



# CHAPTER 24: PROCESSING

*This chapter defines Processing services and the facilities required to admit and release detainees.*

## Function

Processing provides a space where detainees enter, wait, are held, and processed before being assigned to detention, transferred to other facilities or released from detention. Processing must complete specific activities upon detainee admittance, transfer, and release, including accurate identification and property exchange. Detention, transfer, and release activities are conducted in the same area to conserve staff and space. Where possible, separate time periods should be scheduled for processing, transfer, and release activities. Normally, the SPC receives detainees who have been held by another facility or jurisdiction, and rarely receives detainees directly from street arrests.

## Staff & Activities

Processing activities are usually supervised by security staff assigned to the processing function. INS transportation officers may assist in the processing of the detainees who have been brought to or are departing the facility.

The basic and support activities in the Processing Area include:

1. Transportation and staging of arriving and departing detainees;
2. Holding detainees while awaiting processing or transfer;
3. Orientation of incoming detainees;
4. Processing detainees;
5. Search, interview, and medical screening of incoming detainees;
6. Showering for incoming detainees;
7. Storage of detainee valuables and property;
8. Clothing and linen issue/exchange; and
9. Providing snacks and sack lunches.

### ***Transportation and Staging of Detainees***

The bus carrying detainees arrives at the processing area vehicle sallyport. The Transport Officer drops off paperwork and begins staging activities. Once detainees are unloaded, pat-

downs and physical inspections may be done prior to moving detainees into unprocessed holding. The staging area should be sized to accommodate group searches.

### ***Holding***

Detainees waiting to be processed, transferred (to housing areas) or released from the SPC are held in a holding room. A holding room is a temporary, secure confinement area, for which the custodial period is typically 10 hours or less, where detained individuals are held for institutional appointments (court, medical). Detainees who have not been processed should be separated from those that have; failure to do so provides unprocessed detainees with the opportunity to pass contraband.

### ***Orientation***

Orientation is provided to inform detainees of their rights and the institutional rules, and to educate them on hygiene and health practices. Orientation may occur in the holding cells or at the housing area; however, providing orientation in the holding cells as part of the regimented processing flow provides greater assurance that the detainee will receive a proper orientation.

### ***Processing***

Processing involves the positive identification of detainees. Detainee documents are input into the INS database by the processing officer and detainees are photographed and fingerprinted. DMS system or IDENT are used in processing. The processing officer assembles all necessary records and information required for intake, transfer, or release. Bed assignments are generally made at Processing for detainees entering the SPC. For detainee release, the processing officer releases record and travel documents. The processing officer generally arranges for the exchange of clothing and storage/release of valuables and property. Typical processing time is approximately 30 minutes per detainee on intake and 15 to 20 minutes for release activities. This time may vary based on staffing and the number of processing stations.

### ***Search, Interview and Medical Screening***

Medical screening consists of an interview and a review for major health problems. This screening is not an examination and is performed by security staff, not medical personnel. A thorough physical examination by the health services clinic is performed after processing. TB screening and digital x-rays are typical procedures performed during medical screening.

### ***Showering***

Generally, showering occurs in Processing for incoming detainees prior to being transferred to the housing areas. In some cases showering may occur at the housing areas.

### ***Clothing and Linen Issue/Exchange***

Detainees receive an institutional uniform, bed linens, and towels at processing. Mattresses are provided at the housing area. Detainees' personal property, including clothing and valuables, is stored in the processing area.

### ***Snacks and Sack Lunches***

Because of the time required to process individuals, sack lunches and snacks are provided in the Processing area. These lunches and snacks are provided to Processing by Food Services.

## **Components & Space**

Processing is located within the primary secure perimeter in a zone restricted from general detainee access. It should be located adjacent to the vehicular sallyport; however, remaining within a primary secure perimeter. Processing also works well if it is located near health services and administration areas. Processing requires separate detainee holding areas for those awaiting processing and for those being transferred to Housing.

For security supervision, Processing should be located adjacent to a fixed, continuously staffed post to provide direct visual supervision of the processing area and vehicular sallyport.

### ***Transportation and Staging Area***

Buses arrive at the vehicular sallyport. A small area for equipment storage for the transportation officers should be built into the vehicular sallyport or operations area. The vehicle sallyport should be large enough to accommodate 12-meter (40-foot) buses. If the sallyport secures the warehouse dock, then the sallyport should also accommodate a 17-meter (55-foot) semi-tractor-trailer delivery vehicle.

### ***Holding Rooms***

Male, female, and juvenile detainees should be held in separate holding rooms in the processing area. A minimum of three holding rooms is required in the processing area. The basic three holding rooms typically function to hold unprocessed detainees, processed detainees, and detainees whom, because of sex, age, or security status, must be kept segregated from other detainees.

For larger processing areas with a number of holding cells, "swing cells" can be reassigned as the number of unprocessed detainees diminishes, and the number of processed detainees grows.

Each holding room should be a minimum of 7.4 square meters (80 square feet) of unencumbered space, excluding space required for toilet fixture(s) and furniture, with a minimum of 1 square meter (10 square feet) for each additional occupant. Holding cells have a maximum capacity of 16 detainees.

Holding rooms must contain sufficient seating for the number of detainees held. Each holding cell is equipped with a toilet and sink at a ratio of one toilet and sink per every 8 detainees. Holding rooms should be constructed with view windows so that staff can easily observe detainee activity. Two smaller cells, approximately half the size of large cells, and two to three isolation cells should also be located in the processing area.

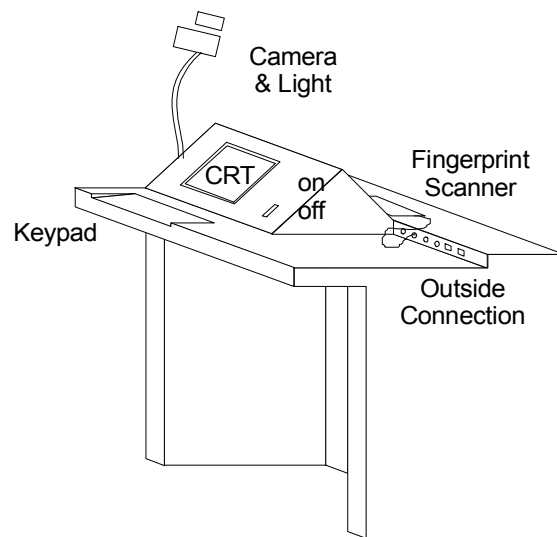
Isolation cells are smaller cells to hold detainees with special needs or detainees that may be of a security risk. For example, if a large group of detainees arrive among which is a mother and child, the mother and child may be placed in the isolation cell. Similarly, a single juvenile among a group of adults may be held in an isolation cell.

Doors on holding rooms should be electronically operable with manual backup handles. Locks must be tamper resistant with a key operated bolt lock backup for the electronic system. Doors should open outward or slide sideways.

Consult *INS Detention Standard for Detainee Holding Rooms in INS Facilities Manual* for current standards and policies.

## Processing Stations

The Processing area should be equipped with 1 or more processing stations. The number of stations provided depends on the anticipated workload at the facility. The processing stations should be a stand-up height counter with accommodations for computer terminal and keyboard, a screened work area for the processing officer, and a writing area for the detainee. Each processing station should be equipped with a computer system with a terminal, keypad, scanning device, camera, light for illuminating the detainee, panic alarm button, and telephone connection.



Two photograph stations are required for larger facilities and one for smaller facilities. For either size facility, a back-up camera must be stored in Processing.

## Screening Room

A small medical screening room should be located in the processing area. It should be equipped with a sink, workstation, and counter. This room is primarily used for Tuberculosis (TB) skin tests.

**Figure 24.1 Processing Counter**

## Staff Area

A small room should be located adjacent to the processing station area. This area should be provided for officers on their breaks and for storage of files required in the Processing area.

### ***Search and Shower Area***

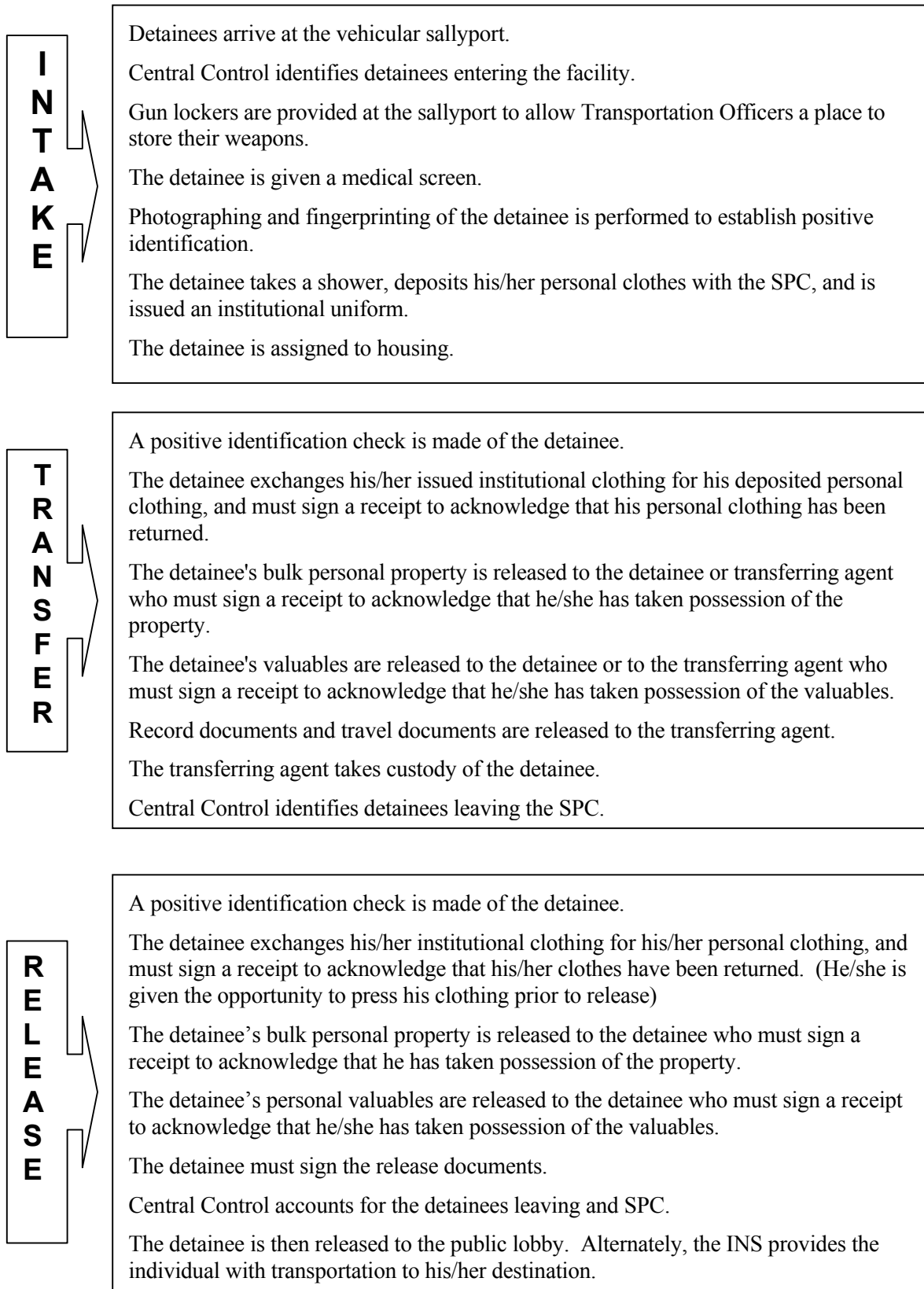
The search and shower area is a semiprivate alcove located adjacent to the processing area and comprised of a dressing area, shower, and toilet.

### ***Detainee Storage***

Provisions for two (2) cubic feet of storage space should be provided for each detainee. There are many different options for property storage. Detainee property may be stored in stackable containers, one container for each detainee. Property may be stored on fixed or operable shelving systems. A rail “laundromat” style storage system is another storage option. Generally, property that does not fit into these containers is mailed to a location designated by the detainee; however, some storage space should be reserved for bulk storage.

## **Process & Flows**

Processing activities are done sequentially to assure that each activity is thoroughly performed. Processing incoming detainees is performed in reverse order of those being released or transferred. To avoid the conflict and chaos that can result from performing these activities simultaneously, incoming and outgoing processing should be scheduled at different times. In addition, processing female and juvenile detainees should also be scheduled at separate times. By utilizing scheduling techniques to provide control and separation, only one processing area is required. If the processing workload increases extensively, the processing space should be increased and incoming and outgoing processing should be divided into separate areas. The process flows for intake, transfer, and release of detainees are illustrated in the following steps.



# CHAPTER 25: HEALTH CARE

*This chapter defines the type of on-site health care services provided to the detainees and the design concepts and architectural requirements for these services.*

## Function

The SPC is responsible for the health and welfare of individuals in its custody. This responsibility mandates the provision of medical staff to provide care to detainees at the SPC in accordance with the Immigration and Naturalization Service Health Care Program (INS HCP) Policy Manual and in compliance with accreditation standards.

A medical clinic is located within the SPC to provide the necessary health care and treatment. Non-elective medical care not available at the SPC, but deemed necessary by the health authority, will be referred to outside sources.

## Staff & Activities

Health services are provided by commissioned officers of the U.S. Public Health Service (PHS). A clinical director or designated health authority is responsible for the provision of health services to the detainees. Health services staff should include practitioners, nurses, x-ray technicians, counselors, and a pharmacist.

Activities in the Health Care Unit may vary depending on the SPC size. At smaller SPC facilities, the clinic may only be open a few days a week. At larger facilities, the clinic is typically open every day. Detainees may sign up for sick call daily and have their requests responded to during clinic operating hours. Emergency situations are responded to immediately. Triage or sick call can also be conducted in the medical screening unit located within each housing area.

When detention services are provided through a contract facility, the Contractor normally provides the health care services for the detainees.

Arrangements should be made with nearby hospitals or other facilities for all health services that cannot be appropriately provided within the facility and for emergency situations. Contractual health care may be considered. In some situations, contract health care providers are able to offer a broader range of services and better standards of service in areas such as detainee counseling and treatment of tuberculosis or other diseases.

## Counseling

Psychiatric and psychological counseling are offered as part of health services. The facility does not house individuals who require medical psychiatric treatment or those with extreme mental or paraplegic disabilities that require medical attention.

The SPC contracts with professionals to provide required health services. Volunteers, or professionals reimbursed by the detainee, are allowed to provide services at the facility. Staff provides behavioral counseling as part of their duties.

## **Components & Space**

The medical facility should be located within the primary secure perimeter in a secure zone restricted from general detainee access. The medical facility should have its own secure perimeter to restrict unauthorized individuals from having access to medications, instruments, and supplies stored in the clinic. The pharmacy must also have a secure perimeter to prevent unauthorized individuals from obtaining medications.

The medical facility should be located on the ground floor to minimize vertical movement during medical emergencies. Corridors and exit ways leading to the facility exterior must be large enough for ambulance equipment, wheelchairs, and gurneys. Physical space in Health Care includes:

- Holding cells and an entrance room;
- Examination and treatment room(s);
- Observation room(s);
- Tuberculosis (TB) isolation room(s);
- Lab;
- X-ray;
- Pharmacy;
- Control desk and medical records storage;
- Practitioner office(s); and
- Staff room.

### ***Holding Cells***

Holding cells are provided for detainees who are waiting to use health services. The holding/waiting area should be provided at the entrance to the medical facility. The area should be under the direct supervision of a detention enforcement officer. It should be an acoustically treated enclosed space. In compliance with accreditation standards, a detainee toilet and drinking fountain should be accessible from the holding/waiting area. The toilet is to have a solenoid shut-off valve to prevent detainees from diluting and flushing medical samples (e.g. urine).

### ***Examination and Treatment Rooms***

The examination and treatment rooms require an examination table, x-ray viewing box, sink, and a hook on the door for detainee clothing. The sink in the treatment room should be equipped with a plaster trap. The exam and treatment rooms require acoustical privacy. The entrance and circulation to the exam and treatment rooms must be wide enough for a wheelchair

or gurney to pass through. Basic equipment in an examination or treatment room generally includes blood pressure cuff, stethoscope, ophthalmoscope, otoscope, percussio hammer, scale, examining table, gooseneck lights, and wash basin.

### ***Observation Room/TB Isolation Room***

The observation room should be equipped like the examination room and have a window to observe the detainee. A draw curtain on this window provides privacy during exams. This room should have a telephone line. Observation rooms should be exhausted directly to the outdoors to prevent potential contamination to other parts of the facility. Venting directly outdoors ensures that potential germs, bacteria, diseases, viruses, etc. are not recirculated throughout the remainder of the facility.

As part of the TB infection/control plan, health care facility personnel should determine the number of TB isolation rooms, treatment rooms, and local exhaust devices (i.e., for cough-inducing or aerosol-generating procedures) that the facility needs. In existing SPC facilities, the location of these rooms and devices depend on where in the SPC the ventilation conditions can be met. In both new and existing SPCs, grouping isolation rooms together in one area of the facility may facilitate the care of TB patients and the installation and maintenance of optimal engineering controls (particularly ventilation). Refer to Occupational Safety and Health Act (OSHA) Instruction CPL 2.016 Office of Health Compliance Assistance for more detailed design information. Other references for Tuberculosis Planning include:

- Tuberculosis Exposure Control Plan;
- Control of Tuberculosis in Correctional Facilities: A Guide for Health Care Workers, U.S. Government Printing Office, 1992; and
- Infectious Disease Management Technical Reference Manual.

### ***Lab***

The lab requires a refrigerator to hold specimens, a double sink and counter space for a centrifuge, other miscellaneous laboratory testing equipment, and a countertop autoclave sterilizer.

### ***X-Ray Room***

The x-ray room, if required, should have lead-shielded partitions and door. The entrance should be wide enough for a gurney to pass through. The doorframe needs to be capable of handling the excessively heavy door. The room requires storage and film processing and a wall mounted viewing box.

### ***Pharmacy***

The pharmacy requires a locking transaction window accessible to the waiting area, a sink, a work area, and a medication storage area accessible only by the pharmacist and/or health authority. The pharmacy must be equipped with a computer dedicated to pharmacy

transactions. Pharmaceuticals are provided for the detainees as prescribed. The pharmacy is required to be secure with access limited to the pharmacist and/or health authority.

### ***Control Desk***

The control desk must be restricted from detainee access. The control desk should have a locking transaction window and counter space. The control desk must be equipped with a computer dedicated to medical record transactions.

### ***Medical Records Room***

The Medical Records Room must be restricted from detainee access. Medical records must be kept separate from the detention records and locked in the medical records area within the medical facility. This Medical Records Room should not be shared with a nurse's station or other function.

### ***Practitioner Office***

The practitioner's office should be located adjacent to the exam rooms, connected by a lockable door, and restricted from detainee access. The office requires a telephone.

### ***Staff Room***

The staff room should be equipped with shelving, a conference table, a telephone, and a computer work area.

# CHAPTER 26: FOOD SERVICE & DINING

*This chapter describes how food service is delivered to the detainees and the design requirements for food service spaces.*

## Food Service

The SPC must provide each detainee with three nutritious meals per day, of which at least two must be hot. The meals must be palatable and served at reasonable times.

## Staff & Activities

The SPC food service operation is supervised by a full-time staff member who is experienced in food service management. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. Activities in the food services area begin with unloading supplies into the kitchen from the loading dock. Food items are stored and retrieved from refrigerators, freezers, and general storage areas. Activities involved in food preparation include meat cutting, vegetable cutting, cooking, and cleanup.

At small SPC facilities, the option of obtaining food from other institutions or outside contractors should be investigated. This may reduce the requirements for food service facilities at the SPC. If catered food service is utilized; a retherm kitchen for reheating food and a scullery for tray cleanup is required. Storage for paper products, drinks, and other food service items is also required.

Actual food preparation activities are performed by detainee labor under work programs. These detainees are supervised by the Food Service Administrator and other security staff.

## Components & Space

Food service is located within the primary secure perimeter. The food preparation area must be in the secure zone, restricted from general detainee access. It should be located adjacent to the warehouse/receiving dock to receive food supplies. The unloading dock for the kitchen should be within the secure perimeter and separate from other docks. An inspection area should be included on the dock.

The food services area typically contains a number of areas including: walk-in freezers and refrigerators, dry food storage area, locking utensil cabinet, a secure knife workroom, meat and vegetable cutting rooms, cooking preparation area, cooking equipment, trash area, dishwashing area and equipment. A staging area for carts is required in SPC facilities that prepare pre-trayed food. A serving line is required in facilities that have central dining. The INS prefers “blind” serving lines, with the servers located behind a wall, rather than “open” serving lines, where the detainee server workers may receive pressure from fellow detainees to modify portions served.

Proper equipment must be provided to prepare anticipated menu items. A professional food service consultant should be utilized to identify, lay out, and specify equipment and required utility connections. Food service facilities and equipment should meet minimum standards and requirements set by qualified professional and/or governmental bodies. For areas with hard water, water conditioners are recommended to extend equipment life.

Food storage should be provided for a 4-day or longer supply of perishables. The storage capacity required for other goods depends upon how far the facility is located from supply sources. For supplies that may arrive monthly, facilities may require up to a 60-day storage capacity. Supply storage capacity should be double the time interval of normal deliveries.

The food preparation area must have a secure perimeter to prevent unauthorized personnel from entering the kitchen. The food storage area must be secure to prevent theft of food products. A glass-enclosed knife workroom with a secure perimeter is required in the kitchen area for detainees using cutting utensils. All knives and sharp utensils must be kept in a locked cabinet. A *shadow board* is recommended to allow for visual accounting of missing utensils. Separate enclosed rooms are required in the food services area for meat cutting and vegetable preparation.

A *shadow board* is made by hanging utensils from nails or hooks on a board within the cabinets or workrooms. An outline of each utensil is then traced on to the board. The outlines of the utensils are then shaded in and become the “shadows” of each utensil. When a utensil or tool is removed from the board, the “shadow” remains. The main purpose of a shadow board is to be able to quickly and easily identify which utensil is in use or missing by glancing at the “shadows” on the board. The shadow board is also an efficient method for keeping workrooms neat and tidy.

## **Emergency Supplies and Equipment**

Emergency supplies and equipment should be purchased and stored for catastrophic emergencies. These supplies can be kept for up to a year with proper storage, maintenance, and temperature control. Equipment is typically stored in the SPC warehouse area.

Food services administrators should keep a 30-day carryover of water and food for catastrophic emergencies and a minimum supply of one gallon of drinking water per person per day. To meet demand for use in cooking meals, a minimum of 2 gallons of water per person per day is required.

In the event of a catastrophic emergency, available food supplies should be used immediately. Meals should be prepared using available stores before using emergency stores.

## **Detainee Dining**

Detainee dining is dictated by the size of the facility, level of classification of detainees, and average length of stay of detainees. Central dining is most often used in incarceration facilities where average stays are more than two (2) years. Dining at the housing area is practical in incarceration facilities with relatively short lengths of stay. The guiding principle for locating dining is to provide movement routines for long-term institutionalized prisoners whose behavior is

known, and to minimize the movement and associated security risk for short term prisoners whose behavior tendencies are not known. Food service can be provided to the detainees in one of three (3) ways depending on the facility setting, size, and security risk:

- at a centralized dining location, with detainees moving from their housing area to the dining hall for every meal;
- at the detainees' housing area, with food delivered in carts or in bulk and served in the dayroom; or
- in the cell, with food pre-trayed either at the kitchen or at a sub-kitchen at the housing area.

Generally, detainees in a higher security cell setting dine in the housing pod dayroom. Detainees in disciplinary segregation dine in their cells. The general population may dine at a centralized location or at the housing pod.

### ***Centralized Dining***



**Figure 26.1 View of Typical Central Dining**

Centralized dining may be desirable for the general population to allow some movement outside the housing area. Centralized dining should not be used if clear and open circulation cannot be provided between the housing area and the dining hall, particularly in multi-story facilities that rely on elevator circulation. The dining area should be located adjacent to the food service preparation although it must be in the normal detainee movement zone, providing access for the general population during meal times. Centralized dining should not be used for high security-risk detainees. For these detainees, movement should be minimized.

The service line is part of a secondary security zone, separating dining from food preparation. New facilities should employ *blind service lines*. A *blind service line* is a service line where the server(s) and diner(s) do not see one another over the portion of the line where food is served.

Access between food preparation and dining must be secured during non-meal times to allow use of the dining area for programs.

Dining hall size should accommodate the population in two (2) turnovers. If the facility capacity is increased, three (3) turnovers may be necessary. During the dining period, detainees are supervised by housing staff and additional officers as required.

The dining hall should be designed for a one-way flow, with the entrance and exit separated so detainees do not have to cross paths.

## ***Dining in the Dayroom***

The preferred service method for delivering food service to dayrooms and cells is pre-trayed service portioned at the central kitchen and delivered on insulated carts. When food service is provided in the dayroom area, a staging counter equipped with a sink must be provided for dispensing dining ware, napkins and drinks. Sufficient tables are required to accommodate the occupants of the unit. A drink fountain may be located in the dayroom to provide beverages to inmates during meal times. Soiled trays are returned in the same carts and cleaned at the central food service area.



**Figure 26.2 Dayroom Dining Area**

Advantages of dining at the dayroom include better security and reduction of the amount of overall facility square footage. Reduced detainee movement results in better security control for the short stay population. Security is more easily maintained and the potential for riot situations reduced

with smaller groups of detainees. Food served in the dayroom reduces the need for additional supervision required for a central dining area. Overall, multiple use of the dayroom for dining can also decrease the entire building area of the SPC.

## **Staff Dining**

Separate dining facilities are provided for the staff. The area should be located within the primary secure perimeter adjacent to the food preparation area for ease of service. Security considerations at each SPC determine if detainee labor can be used to serve staff dining. This dining area or break room should be equipped with a sink, refrigerator, and microwave for use by staff when food service is closed.

# CHAPTER 27: LAUNDRY

*This chapter describes the facilities and process required to provide laundered clothing for detainees.*

## Function

Detainees must have clothing, bedding, and towels that are clean, serviceable, and presentable to maintain a hygienic and clean living environment.

## Staff & Activities

Contract laundry services should be investigated for all SPC facilities. The institution launders institutional clothing and linen for the detainees. No dry cleaning services are provided to detainees or staff. Staff is not provided with laundry service. Laundry items are exchanged according to the following schedule:

- Institutional clothing is exchanged twice per week.
- Bed linen is exchanged once per week.
- Towels are exchanged twice per week.

Detainee laundry exchange occurs at the housing area. Soiled laundry is collected from the housing areas in carts and brought to a central area for laundering. Clean items are returned to the housing areas when the exchange stock is in need of replenishing. Separate personal laundry facilities may be considered at the housing areas for female housing areas. It is desirable to let female detainees launder their own personal garments.

Soiled laundry must be processed separately from clean laundry, requiring separate areas for each. Laundry is processed by detainees and supervised by security staff. Soiled laundry is brought into one area for sorting and staging, transferred to the washers and dryers, then moved to the clean laundry area to be sorted, mended, and folded. The transportation carts must be cleaned and stored for return routing.

Mattresses are sanitized in place on the beds. Spare mattresses should be stored at the warehouse. Detainees leave mattresses in housing at the end of their stay.

## Components & Space

The Central Laundry should be located within the primary secure perimeter in an area restricted from general detainee access. It should be adjacent to the Warehouse/Receiving Dock. The laundry area is comprised of washers and dryers, a chemical storage room, folding area, clean storage, and staging areas for laundry carts. Detainee toilets and a janitor's closet should also be located in the laundry area.

Laundry equipment should be sized to handle up to seven pounds (7 lbs.) of laundry per detainee per exchange. A professional laundry consultant for each project should determine equipment capacity, specifications, and layout. Water and energy-saving equipment are advised. The equipment should be sized for additional capacity to handle crowded conditions and expansion of the facility. For areas with hard water, water conditioning is recommended to extend equipment life.

Exhaust air from the laundry should be discharged directly out of the building and should not be routed to the return air system. A floor drain must also be located in the laundry area.

A storage area for a 1-week supply of clean laundry is required in the housing areas.

# CHAPTER 28: SANITATION & HYGIENE

*This chapter describes how the facility provides housekeeping and personal hygiene services to the detainees.*

## Function

Management must ensure that the facility is maintained in a hygienic state of cleanliness. Detainees must be encouraged to maintain their personal hygiene and given the opportunity to cut their hair.

## Housekeeping

Detainees are responsible for housekeeping duties within their own unit. The staff may use additional evening television viewing hours, beverages or video movies as incentives to promote good housekeeping practices. Detainees normally are willing to go through considerable effort to receive a free beverage or a video movie. Non-compliant detainees are easily recognized by their unwillingness to participate in housekeeping routines and can be separated before they become severe security risks.

Housekeeping is supervised by the security staff in charge of each area. Detainee labor under supervision (for security reasons) is used to clean all areas of the facility. Detainees under work programs clean non-housing areas.

A sufficient number of janitor closets are required throughout the facility. Closets are stocked with adequate cleaning supplies for housekeeping crew use. Bulk cleaning supplies should be stored at the warehouse. Detainee labor is used to distribute supplies.

## Personal Hygiene

The housing area staff provides detainees with personal hygiene items such as razors, shaving cream, combs, toothbrushes, toothpaste, shampoo, and body soap. Detainees are not provided with cosmetic items or special hair care formulas. Providing personal hygiene items to detainees is the duty of the staff assigned to the unit, rather than the fixed post staff. This promotes communication between the detainees and the housing security staff. Storage space is required in the housing areas for personal hygiene items, and may be shared with clean laundry storage.

Waste receptacles with lids should be located adjacent to detainee toilets. In addition, orientation should include training programs to educate detainees on appropriate American toilet use and practices. Many detainees are not accustomed to disposing toilet tissue down the toilet.

Feminine hygiene products are distributed by the supervising staff. Toilets designated for female use must have napkin disposal containers.

## **Hair Care Services**

Barber services should be considered for new facilities. A special area should be provided with a sink, chair, and waste receptacle. Barbering utensils are checked out from the supervising staff, but the use of these utensils must be carefully monitored to prevent their use as weapons.

New barbering space should be located near the recreation or program area. The barbershop should be equipped with a hard surface floor, barber chair, sink, counter top, vacuum, and storage area for locking up supplies and tools. The barbershop should be equipped with a view window to the recreation or program area to allow for observation. Barbering is performed by detainees.

# CHAPTER 29: COMMISSARY

*This chapter defines commissary functions and describes the operational concepts and architectural requirements.*

## Function

The SPC offers detainees the opportunity to purchase food items through the commissary. Commissary is a privilege, and can be denied for disciplinary purposes. Profits from the sale of goods are used to support items required by welfare detainees and to purchase items used by the detainees for their enjoyment, such as televisions, movies, books, table games, and other recreational items.

## Staff & Activities

There are four ways in which commissary items can be distributed:

- A central commissary store with walk-up business window;
- Automatic coin-operated vending machines;
- An order and delivery system; or
- A circulating stocked cart

Choice of commissary distribution methods depends on factors such as: how detainees' personal fund accounts are maintained; what type of bartering commodity they are allowed to keep on their person; how much movement is desired for commissary privileges; how contraband movement concealed in commissary sales is controlled; what amount of staff effort is dedicated to commissary functions; and whether to utilize outside commissary vendors.

The SPC may use automatic coin-operated vending machines located in the housing pod. Detainees are allowed to keep small U.S. coin currency on their person for use in such vending machines. The coin-operated vending machine method eliminates some accounting problems, though it may increase the opportunity for predatory behavior. Security measures must prevent gambling, protectionism, and other means used by predatory detainees to take commissary value from other detainees. Careful monitoring of these issues makes the population feel safe and reinforces that staff is in control.

Detainees may be offered food items from vending machines located in the housing pods. The supervising security staff provides other items required by the detainees. Detainees are not allowed to keep personal radios or other electronic devices. Special hair care and other personal items not required for sanitary hygiene are not available. The detainee may mail order books and periodicals, though this is not typical due to the short average length of stay. Games and crafts are provided by the recreational specialist.

Monies confiscated from detainees in processing, received from visitors, received through the mail during their stay, or earned in work programs are deposited to their personal SPC accounts.

Detainees are issued small amounts of currency periodically for commissary use. All accounting activities are performed in the SPC Administrative component. Detainees receive deposit and withdrawal receipts at each transaction and account statements at regular intervals.

Bulk commissary supplies may be stored in the warehouse area or a separate storage area specifically for commissary. The commissary supplies should be kept separate from other institutional supplies.

Commissary services may be contracted with a private contractor who is responsible for providing supplies and maintaining the machines. To prevent contraband movement, staff should stock the machines. The contractor should not be allowed contact with detainees.

Security risk detainees who are separated from the general population may receive restricted commissary privileges or be denied privileges. This reduction in privileges provides an incentive for detainees to behave so they may remain in general housing.

## **Components & Space**

Depending on the selected type of commissary, the components and space requirements for commissary may include:

### ***Commissary Store***

Typical components of a commissary store include: a dispensing window, waiting area, cart make-up area, office, and storage. The dispensing window should be separate from the waiting area by a transaction counter with a glass partition. Electronic debit transaction systems should be considered for central commissary stores with a walk-up business window. The debit transaction system should be located at the counter for processing transactions. This reduces the amount of paperwork required to keep accounts balanced and up to date. The storage area should be equipped with shelving, freezer space, and refrigerator space. The storage area should have access to a loading dock.

### ***Vending Machines***

Locating the commissary vending machines in the housing area reduces detainee movement and makes commissary privileges more available. Placing the commissary machines outside the dormitories adjacent to the fixed housing post allows staff to control access and prevent damage and theft.

Commissary machines require a special power supply, water supply, and drains. The contracting vendor should be contacted to determine what machines are to be used and what utility connections are required. Most vending machines require three (3) feet of depth and an additional one (1) foot of depth for ventilation. A soft drink, candy, and cigarette machine may be provided, as well as a change machine (either built into one of the other machines or separate).

***Order & Delivery & Circulating Stock Carts***

Storage space is required in the warehouse for commissary that is distributed using *order and delivery* or through *circulating stock carts*. Storage for stock carts and an assembly area for orders are required near commissary storage.



# CHAPTER 30: PROGRAMS

*This chapter identifies the programs offered to the detainees including educational, religious, counseling, and social group services. It defines each service and describes the required facilities.*

## **Function**

Programs are provided to give detainees the opportunity to exercise their religious rights, assist in adjusting to SPC life, and to offer constructive use of their time. The mission of the SPC is not to rehabilitate, punish, or reform the detainee. The offering of education programs and substance abuse rehabilitation programs is limited to the extent that there are requests for these services and the resources are available to offer them.

## ***Education***

The INS does not expend its resources developing or promoting educational programs. The INS does, however, allow outside entities such as community colleges and non-profit organizations to offer educational services within the SPC. Education programs are limited to English as a Second Language, High School Equivalency, and Basic Trade School curriculum. The SPC does receive some benefit from offering educational programs because the programs occupy detainee time and help create a cooperative attitude among the participants.

All teaching positions are provided by outside entities. The SPC does not maintain teachers as part of its staff.

Classes are restricted to 20 detainees per class. Classes may be scheduled during the day or evening, on weekdays and Saturdays.

## ***Religion***

The SPC must provide detainees with the opportunity to practice the religion of choice. The SPC will allow representatives from recognized religious organizations, such as Jewish, Catholic, Protestant, Orthodox Christian, Islamic, Hindu, and Buddhist, etc., to provide services and counseling. Religious practices are allowed if they do not compromise security. The religious organization must contact the recreation specialist regarding schedule and security clearance.

## ***Social Groups***

Organizations such as Alcoholics Anonymous are allowed to offer services within the SPC. The extent of services is determined by demand. All services are provided by outside organizations, not by SPC staff.

The organizations must coordinate provision of services, including registration, background check, and schedule with SPC Administration.

## Components & Space

A multi-purpose room is provided in the housing area for conducting programs. Activities requiring a larger space may be conducted either in a dining area between meals, dayrooms, the gymnasium (if provided), or at outdoor courtyards, if appropriate.

- Religious services are held in the multi-purpose room. Shelving or storage space should be provided in this room for storage of religious material.
- Library materials (general reading books, newspapers, and magazines) are kept on shelves in the housing commissary area.
- Educational programs are held in the multi-purpose room.
- VCR's connected to Dayroom TV's are used for instructional and recreational films.
- Passive recreation (board games, cards, crafts, etc.) occurs in the dayrooms.

### **For smaller SPC facilities:**

- Religious services are held in the multi-purpose room at housing.
- Library materials (reading books, newspapers, and magazines) are kept on shelves in the housing commissary room.
- Educational programs are held in the multi-purpose room at housing.
- VCR's connected to Dayroom TV's are used for instructional and recreational films.
- Passive recreation (board games, cards, crafts, etc.) occurs in the dayrooms.

# CHAPTER 31: DETAINEE VISITING

*This chapter defines detainee visiting and describes the design concepts and architectural requirements.*

## Function

The SPC must allow detainees to confer with their attorneys in person and, under normal conditions, to receive visits from family and acquaintances. The INS encourages visiting by family and friends to maintain the morale of the detainee and to develop closer relationships between the detainee and family members. Visitation may be restricted to ensure the security and good order of the facility.

## Staff & Activities

The visitation schedule establishing hours of visitation for the SPC is established by the Officer-in-Charge (OIC). The visitation schedule must take into account the visitation requirements of family, friends, consular officials, legal representatives, special interest groups, and the news media.

Detainees shall be made aware of the SPC facility visitation policy upon admittance. The visitation schedule and rules shall be made freely available to the public. The hours for all categories of visitation must be posted in the visitation waiting area and a written copy of the hours and visiting rules must be freely available to visitors.

Visitors must check in at the Public Lobby reception desk. The staff at the desk checks visitor I.D. and informs visitors of institutional visiting rules. The visitor is required to pass through a metal detector in the public lobby.

Visitation handles all incoming property, monies or gifts. The INS or contract shift supervisor must approve all items brought to a visit. Any material transferred between a visitor and detainee must be inspected for contraband, except for official correspondence.

The visiting room officer will not accept articles or gifts of any kind for a detainee, except packages that have had prior approval by the OIC or a designated staff member. The OIC may allow visitors to leave monies with a designated staff member for deposit to the detainee's account according to facility operating procedures regarding detainee funds. The visitor is given a receipt for all money or property left at the facility. Under no circumstances are visitors permitted to give property or money directly to a detainee.

Ordinarily, a detainee retains visiting privileges while in segregation. Detainees exhibiting violent or disruptive behavior may be restricted from using the visitation room during normal visitation hours. Under no circumstances are detainees permitted to participate in general visitation while in restraints. When detainee behavior warrants restraints, the detainee is not granted visitation. Detainees in medical segregation are not allowed visitors due to their illness.

Visiting privileges for detainees located in segregation and high security housing are restricted by the number and length of visits.

Types of visitation at an SPC include: general visitation (including visitation by minors), legal visitation, consultation visitation for expedited removal, and special family visits. For more information on detainee visiting, consult the INS Detention Standard for Detainee Visitation.

### ***General Visitation***

For general visitation, the detainee is summoned from housing and brought to the visiting area. The detainee and visitor are then placed opposite each other in a non-contact visitation booth and allowed to visit for a prescribed period of time. Under normal conditions, each visit should be at least 30 minutes. If there are more visitors than can be accommodated in the visiting room, it may be necessary to limit visits to shorter time periods. Members of the immediate family (including family members detained at the same facility), relatives, friends, and associates may visit a detainee. Individuals 17 years old or under, may visit a detainee when under direct supervision of an adult visitor.

### ***Legal Visitation***

To protect their rights, all detainees must be provided the opportunity to meet with their attorneys (legal representatives, prospective legal representatives, and legal assistants who work under the direction and supervision of actual or prospective legal representatives) in confidence and acoustical privacy. Accessible booths must be provided to allow visiting privileges to handicapped individuals. Contact visitation is provided for these situations. INS staff is not permitted in the confidential area during the attorney-detainee meeting unless the attorney requests the presence of an officer. Officers may, however, observe such meetings visually through a window or camera to the extent necessary to maintain security as long as the officer cannot overhear the conversation. Legal visitation shall be available seven (7) days a week, including holidays. On regular business days, legal visitation hours are for a minimum of eight (8) hours a day. On weekends and holidays, legal visitation hours are for a minimum of four (4) hours per day.

### ***Consultation Visitation***

Consultation Visitation is provided for detainees subject to expedited removal. Because expedited removal procedures occur within a very short time frame; special efforts should be made to accommodate consultation visits in a timely and flexible fashion. Consultation may occur in person, by telephone, or through video conferencing facilities. Detainees are to be afforded the same confidential and acoustical privacy in video teleconferencing and telephone consultations. Detainees subject to expedited removal may consult in person with any persons of their choosing about immigration matters, provided that security is not a concern. People who may be consulted include but are not limited to: friends, family, legal representatives, legal assistants, members of non-governmental organizations (NGO), and attorneys.

### ***Special Family Visits***

The Supervisor on duty may authorize special family visits for visitors who are unable to visit during regular visitation times. Days, times, and lengths of visits shall be determined by availability of staff, available space, and other security considerations.

## **Components & Space**

Visiting rooms should be comfortable and as pleasant as practical with appropriate furnishings. Supervision of visiting rooms should be adapted to the level of security required by the facility. Visiting is located centrally, minimizing the movement of the public throughout the facility. The number of staff supervising in the visitation area depends on the number of visiting areas and the design of the visiting space.

Visiting should be located adjacent to the Public Lobby. The primary secure perimeter separates the visiting public side from the detainee side.

Visiting should be located adjacent to Central Control or another fixed staff position to allow the staff to monitor security within the area. If direct visual surveillance of circulation systems is not possible from a fixed position, detainees are escorted to visiting by the housing area security staff.

General visiting occurs in visitor booths provided a rate of one per every 25 detainees. In some rare cases visitation may be provided at housing. Non-contact visiting booths require an attack-resistant glazed barrier between the detainee and visitor and a telephone or speaker. Non-contact visitation reduces security supervision requirements.

Issues that must be addressed in designing visiting areas include: the restrictions that are placed on detainee visiting, the amount of contact that is allowed between the visitor and the detainee, the location where visiting occurs, and the amount of detainee movement resulting from visitation.



# CHAPTER 32: RECREATION

*This chapter describes the requirements for recreation spaces.*

## Function

To comply with standards, all detainees are provided the opportunity for outside recreation at least once each day. For at least one hour per day, detainees must have the opportunity for outdoor exercise or an indoor equivalent during inclement weather.

Providing recreation privileges beyond minimum requirements is an important management tool to promote a safe and cooperative detainee population.

## Staff & Activities

Both indoor and outdoor recreation activities occur at an SPC on a regular basis. A recreation officer is responsible for coordinating and supervising centralized recreation functions for the SPC. A small facility (approximately 400 detainees) shall be required to maintain a minimum of one Recreational Specialist and one Recreational Assistant. The Recreational Specialist is responsible for the development and oversight of the recreational program under the supervision of the Chief Detention Enforcement Officer or designee appointed by the Facility Administrator.

Recreational activities are based on the size and location of each facility. Recreational activities are restricted to limited-contact sport activities such as soccer, basketball, volleyball, table games, and sporting competitions between units when approved by the Facility Administrator. All programs and activities are subject to security and operational guidelines for each facility and may be limited at the discretion of the Facility Administrator. Constant staff supervision is required for recreational activities. In outdoor situations supervising personnel require radios to maintain contact with the control center.

Each detainee is provided with the opportunity to participate in daily recreation. Each detainee must be offered a minimum of one hour of recreation outside the dayroom.

Outdoor recreation can be provided in two types of settings. The first is a large centralized recreation field, large enough for soccer and softball games, which allows detainees to leave their housing area to recreate. The second is a small recreation yard located directly adjacent to the housing area. This setting reduces the amount of detainee movement and associated escort supervision. This type of yard would only allow small court games such as half-court basketball or volleyball.

Recreation is held indoors when inclement weather or in climates where weather restricts outside activities.

Also see INS Detention Standards: *Detained Alien Recreation Policy* for more information.

## Components & Space

Recreation fields must be located within the primary secure perimeter. Centralized outdoor recreation should be located so detainees can exit directly from within the building security perimeter into the recreation field. For campus facilities, locating housing areas around a recreation yard provides easily accessible and supervised outdoor areas while maintaining the security perimeter. For facilities located in urban areas, views from off-site should be shielded. When adequate buffer zones cannot be maintained between recreation yards and public access areas, the yards must have a screened roof to prevent outsiders from lobbing contraband into the yards.

Recreation yards located directly adjacent to housing areas should be visible from a security post to allow supervision by the housing security staff. Recreation yards may be formed from courtyards created by the building footprint. The outdoor exercise/recreation area must provide 1.4 square meters (15 square feet) per detainee for the maximum number of detainees expected to use the space at one time, but not less than 139.4 square meters (1,500 square feet) total.

In multi-story facilities where vertical movement can become a security risk, and where site constraints do not allow for large outdoor recreation fields, recreation yards directly adjacent and accessible to the housing areas should be considered for all population segments. Recreation yards may also be constructed as two-story balcony areas with screened enclosures.

For facilities in colder climates where weather restricts outside activities, indoor gymnasiums are recommended. The gymnasium must be large enough for half-court basketball. The enclosed indoor exercise/recreation area must provide 1.4 square meters (15 square feet) per detainee for the maximum number of detainees expected to use the space at one time, but not less than 93 square meters (1,000 square feet) total.

The detainee's security risk determines the amount of recreational access. High security-risk detainees, administrative segregation, and disciplinary segregation should always be provided outdoor recreation yards directly adjacent to their housing area. General medium and low risk population detainees may utilize a centralized larger outdoor recreation area.

# CHAPTER 33: LAW LIBRARY/ RECREATION LIBRARY

*This chapter describes the provision of library services to the detainees and the resulting architectural requirements.*

## Function

The SPC must provide detainees access to legal materials. The SPC offers recreational reading material as a privilege and a way to occupy detainee time.

## Law Library

The law library should be located within the primary secure perimeter adjacent to a staff position such as Central Control or a fixed housing control post. The level of supervision required for the law library depends on the physical layout, category of detainees, available officer manpower and facility operating procedures. Each facility must have a designated officer with responsibility for updating the legal materials.

The SPC maintains a law library to provide detainees with access to legal materials. Detainees housed in Administrative Segregation and Disciplinary Segregation must be afforded the same legal access as the general population, unless security concerns require limitations. Due to the cost of legal reference material, the library is maintained in a central location. This library should be visually supervised from a staff position.

The law library should provide sufficient space to facilitate legal research and writing. The size of the law library depends on the size of the detainee population and the frequency of detainee use. The law library should be in a well-lit room, reasonably isolated from noisy areas. The law library must be furnished with tables and chairs.

Detainees require the use of typewriters or word processing computers at the library, as well as the reference materials. Each law library must provide an adequate number of typewriters and equipment to accommodate the number of detainees that are authorized to use the law library at any given time. Reasonable copying privileges shall be afforded to all detainees for duplication of forms, letters, research material, etc. Where possible, a copier may be furnished in this area.

Consult the *INS Detention Standard for Access to Legal Materials* for more information on the law library.

## **Recreational Library**

Recreational library materials are kept in the housing commissary areas for detainee access. Shelving should be provided in this area for storage of library material. Recreational library material consists of periodicals and paperback books purchased with profits from commissary sales. Detainees may also be provided books from local municipal libraries upon request or by circulation programs offered by the libraries.

# CHAPTER 34: DETAINEE WORK PROGRAMS / SPC INDUSTRIES

*This chapter describes work opportunities offered to the detainees and any resulting facility requirements.*

## Function

Detainee job programs are provided to reduce SPC labor cost, provide a positive outlet for energy, and constructively occupy detainee time. Specialized industries may be developed to utilize detainee labor, allowing detainees to earn some income. Industries may also be developed to provide goods and services to the public sector.

Detainee labor is used to perform low-skill level tasks in non-security sensitive jobs including food preparation, laundry processing, housekeeping of non-housing areas and warehouse, groundskeeping, and maintenance.

Industries may be developed by the INS or by outside contractors bidding with the SPC. The industries should be conducted within the SPC facility primary security perimeter.

## Staff & Activities

Security staff or the service managers supervise detainees engaged in work activities. Detainees participating in industry work programs are supervised by the industry manager.

Detainees who are eligible for work programs are identified at processing by housing security staff. The SPC endeavors to occupy as much detainee time as possible with work programs. The SPC offers detainees nominal wages as authorized by Congress, as well as special privileges including separate housing from the general population, additional, free or reduced cost commissary privileges, special television and video viewing privileges, and increased time spent out of the housing area in recreation and visiting.

Industries using detainee labor for production of goods for sale must be incidental rather than total production. Industries must be in compliance with restrictions for use of detainee labor and for production of goods for sale by government entities to avoid unfair competition with local communities or the private sector industries.

Currently, there are no work programs that allow detainees to leave the SPC to work in jobs off-site.

## Components & Space

Space provided for industries should be high bay manufacturing space with an exposed ceiling and concrete floor that can be adapted to light industrial activities. If specific industries have been developed prior to design of an SPC, the space should be designed for the industry, although the design should not be so specialized that the space cannot be converted to other industries if the specific industry is terminated.

# CHAPTER 35: WAREHOUSE/ SUPPLY

*This chapter describes the requirements for bulk storage and receipt of goods.*

## Function

All bulk storage is situated at one location in the SPC. This component is responsible for maintaining an inventory of supplies and ordering replacement stock as required. Financial control will be provided by the SPC Administration.

The warehouse is used for storage of office supplies, paper goods, cleaning/janitorial supplies, laundry and linen supplies, personal hygiene supplies, office furniture, extra food supplies and emergency supplies.

## Staff & Activities

In large SPC facilities, a dedicated staff position manages the warehouse. In smaller SPC facilities, the Director of Operations manages the warehouse. Forklifts are often used for loading and unloading activities. Staff members supervise loading and unloading activities at the Warehouse.

## Components & Space

Warehouse/Supply may be placed in one of the following zones:

- ***Secure zone restricted from general detainee access.*** This allows frequent movement of materials to their destination with minimal crossing of the secure perimeter. Warehouses located in the secure zone should have an inspection area located near the loading dock.
- ***The non-secure zone by the vehicular entrances.*** This location allows the warehouse/supply to serve other institutions located nearby. This location does not allow the use of detainee labor and consequently does not require a secure service yard.

The warehouse/storage area can be high-bay space with exposed structure and concrete floors. The warehouse requires a high ceiling and multiple levels of storage racks.

The Warehouse is comprised of offices, storage spaces (both secured and unsecured), freezer storage space, equipment storage (e.g. forklifts, carts, etc.), trash storage, and a loading dock. Warehouse/Supply should be located adjacent to laundry and maintenance for receipt and distribution of supplies. Food service can receive its deliveries through the dock.

## ***Service Yard***

A secure service yard is required for delivery vehicles to unload products at the dock. After unloading, the exterior dock doors are closed and detainee labor is used to break down supplies and move them into the warehouse storage areas. Admission of vehicles into the yard must be monitored by Central Control. The exterior service yard should be well lit to accommodate inspection, unloading and loading activities when it is dark outside. The vehicle sallyport must be large enough to accommodate WB-50 tractor-trailer vehicles that are 17 meters (55 ft) long.

## ***Loading Dock***

The warehouse requires a minimum of two loading dock bays and parking for at least three trucks. Two additional staging spaces are required for other trucks. Space for trash storage should be provided at the dock and should be enclosed to control vermin and pests. The loading dock should have a platform 1,200-mm (4 ft) above the roadbed, with dock levelers. The dock apron should extend 36 meters (120 ft) from the dock edge. The dock should be covered at temperate hot/humid or hot/arid climates, and enclosed at temperate or cold climates. The dock canopy or ceiling should be 3,000-mm (10 ft) above the dock platform. Enclosed docks should have a dock seal. A canopy should extend 1,200-mm (4 ft) out from the dock over the back edge of the vehicle. All enclosed docks must also have a man door emergency exit.

## ***Storage***

The types of storage are: rack, freezer, and computer and electronics storage.

***Rack storage*** is required for storage of spare mattresses, clothing articles, staff uniforms, cleaning supplies, and bulk non-perishable food service supplies.

***Computer and Electronic Storage.*** The warehouse requires a secure area for storage of computers and other electronic equipment.

***Freezer Storage.*** A large freezer space is required in the warehouse for storage of extra frozen food goods. This freezer space is in addition to freezer space in the Food Services Area freezer space.

## ***Additional Design Considerations***

Following are additional design considerations for Warehouse/Supply:

- Approximately .74 to .93 square meters (8 to 10) square feet of storage is required per detainee, though this can vary depending upon how remote the SPC is from supply sources.
- Food type service needs a constant 16°C (60°F) temperature for grains and other type goods. The need for additional food storage is site specific. This area would also need some A/C /humidity control.
- All warehouses must have an inventory tracking system.
- Warehouse/supply must be equipped with a fire suppression system and alarm system. An eye wash station is also required in the warehouse.

# CHAPTER 36: MAINTENANCE

## Purpose

*This chapter describes the facility and services provided for upkeep.*

## Design Concept

The SPC provides its own facility maintenance. For security reasons, maintenance of the facility is not contracted to outside parties, except for HVAC work and other specialized trades. Staffing should provide sufficient shop capability for upkeep, including electrical and electronics, plumbing, carpentry, and paint.

## Staffing Requirements

The staff level for maintenance depends on the age of the facility as well as the size, and the amount of work contracted to service vendors. As a general guideline, the facility should have one mechanic for every 80 detainees or 2,800 square meters (30,000 square feet). This number may be increased if the maintenance staff has engaged capital improvement projects in addition to preventative maintenance. Older sites, with a less automated system and older infrastructure, may require higher ratios of mechanics, while newer facilities with automated centralized systems may be able to maintain quality service with a smaller staff. About half of the mechanics should be generalist, with the other half specialist between plumbers and electricians. Each facility should have craftsman capable of providing refrigeration mechanic service, steam fitter service, and locksmith service, as well as painting, carpentry, and masonry/tile setting skills.

Facility based staff is desired to provide the most expedited response to maintenance request by the security staff. The maintenance staff will normally work staggered shifts to assure coverage throughout the day. Facility based staff is more effective than maintenance staff from other sites because the staff becomes familiar with the facility, the security staff “customers”, and the typical items that require service.

## Adjacency Requirements

The maintenance component may be located inside or outside the secure perimeter. If located outside, there is less control required inside the shop, though mechanics will be required to make frequent trips through the sallyport for service orders. It should be adjacent to the vehicle service area and sallyport for receipt and storage of bulk maintenance goods.

Maintenance located outside the secure perimeter can more easily serve other institutions at the site.

## Architectural Requirements

Office space is required for maintenance personnel. The supervisor requires an enclosed office space with typical office furniture. The office should have a window that overlooks the other office space and the shop space. The mechanics require a shared open office space, with a desk area for each mechanic to keep paperwork, telephone activity, and personal storage. Plan rooms should be provided, but can be reduced in size depending on the amount of electronic media used. A library space should be provided for equipment manuals. All desks should have computer LAN connections and space for computers for electronic maintenance systems.

A large bay high ceiling area is required for shops. This area may have exposed structure and concrete floor, and a vehicle door opening into the secure service yard.

Tools should be stored in a secure tool room on shadow boards to allow for quick accounting of tools.

### *Electronics/ADP Set Up*

The ADP and electronics technicians require an environmentally controlled space to receive, set-up, and service electronic items. ADP set up can be performed in the same space as electronics servicing. Within this space, they will service computer equipment (modems, controllers, computers, software, printers, data network), cameras, radios, telephones, fire alarms, video monitors, electronic access doors, detection/alarm systems, and commercial and closed circuit television equipment for the entire facility.

The electronics lab area requires a workbench and storage area for each ADP specialist, with an equal amount of workbench and storage for the electronics service technician. The space should have a controlled laboratory environment, including anti-static floor, dedicated isolated lines, standard analog lines (for training), room scopes, and testing equipment. A dedicated mechanical unit with hypoallergenic filters and humidity control should be used to reduce dust. The space should be equipped with counter space all the way around with drawers and a test bench on each end.

Storage for inventories of computers should be maintained, though the location can be next to training, where spare computers may be used, rather than the Electronics Lab.

### *Tool Storage*

Tool storage should be in a secure area with pegboards and tool drawers for the tool inventory. All pegboards and tool drawers should have shadow boards for immediate identification of checked out or missing tool items. Tools and parts are checked out by the mechanics. A check out system, with a half height door or window, should be provided at the tool room.

The tool room entrance should be under the direct visual control of the maintenance supervisor. The tool room should open into the shop area for efficient movement of the mechanic staff. Hazardous tools should be located in a secure tool storage crib located outside the secure perimeter.

## ***Shop Areas***

At smaller SPC facilities, one large shop area may be provided for general shop activities. For larger facilities, shop areas should be divided with separate shop areas for plumbing, electrical, carpentry, HVAC, and grounds maintenance. When welding or painting must be performed, separate shop areas should be provided. Shop areas need to be oversized for initial build out, though designed as general shop areas. As facilities grow, shop areas may be divided into specialized areas, or the specialty trades may be contracted out. Storage may be reduced if the SPC has just-in-time ordering arrangements for parts with local suppliers.

The Plumbing shop should include locked storage for pipes, fitting parts, and drain snakes on carts. Machine stations include pipe threading machine and general workbench. The bench should have one 220-volt outlet and six to eight 110-volt outlets.

The Electrical shop (not to be confused with Electronics shop) is mostly storage. It should have a series of bins. Equipment includes a pipe bending machine (hydraulic or electric) and electric meters and testing equipment.

The Carpenter shop should have machine stations for a table saw, drill press, band saw, shaper, joiner, benches with vices, and sander (large disk belt sander). The shop should have a saw dust collection system and dust proof lighting. The larger equipment requires 220-volt power, so the shop should be equipped with at least four 3-phase 220-volt outlets.

The Paint shop should be equipped with an OSHA approved paint hood and explosion proof lighting. Paint should be stored in a separate vented area for flammable goods storage.

The HVAC shop will need to be equipped with vacuum/pumps, collectors, rechargers, and test equipment. Metal work would be done in a separate area (possibly within the welding shop).

The welding shop should be equipped with a welding hood, tank storage, and at least three 220-volt 3-phase electrical outlets and at least three standard 220-volt single-phase electrical outlets. The welding area should have shades if not separate from other shop areas.

Grounds Maintenance requires storage for mowers, roto-tiller and other equipment. Some facilities have tractors equipped with front-end loaders and backhoes. This area should have garage space for vehicles including golf carts for moving around the facility. Depending on location, grounds maintenance can contract care of areas outside of the perimeter. For SPCs located in cold climates, snow removal for areas outside the secure perimeter may be contracted out. Grounds maintenance inside the secure perimeter will utilize low risk detainees on work programs.

The SPC may require a Fuel Pump Transfer Station (Fuel Pump) depending on remoteness of site.



# CHAPTER 37: CENTRAL PLANT

## Purpose

*This chapter describes the type of spaces required to support the environmental services of the facility.*

## Functions

The spaces and equipment required for heating, air conditioning, power, emergency power, communications, water service and fire suppression must be given special planning consideration to assure security and continuity of operation, even during emergency or equipment failure. Adequate consideration must also be given to the possible impact of facility expansion and overcrowding on the physical plant and infrastructure.

## Staffing

Operation and upkeep of Central Plant equipment will be performed by the maintenance/building engineer staff. Contracting and purchasing of fuel supplies and utility services will be performed by the SPC Administration staff.

## Components and Spaces

The Central Plant and facility infrastructure will include the following elements:

- Central Plant, including central mechanical equipment for building heating and cooling, water service, water heating and conditioning, and fire suppression entrance and pumps.
- Electric power service, emergency generators and fuel storage.
- Distribution closets for electrical and communications systems, local fan rooms for delivery of building heating and cooling; and in larger campus type institutions, water heating may also be decentralized.
- Accessible plumbing service chases throughout the facilities.

The user should refer to the *Facility Standards of the Public Buildings Service* for general recommendations among central energy equipment alternatives.

## ***Central Plant***

The central physical plant area should be on an external wall with overhead rolling doors and/or removable panels for accessibility for long-term maintenance of central energy equipment. Regular access should be by means of eight-foot high double doors. The central plant should be equipped with a rack and pulley system for moving equipment. As a rule of thumb, provide central plant space at a ratio of 5 percent of the total building area.

The Central Plant will house central energy equipment including: boilers, chillers, cooling towers, fuel storage or service entry, and major piping for building heating and cooling; primary potable water service entry, water heating and conditioning equipment and storage; and fire water service entry and main controls, booster pump, etc. The building status system will also be located here.

Provide redundancy for critical equipment including: boilers, pumps, and emergency generators. The systems must be designed so the backup equipment can handle the full capacity load. By utilizing the same backup as the prime equipment, savings can be achieved for spare parts. The system should be switched between backup and prime equipment at regular intervals so both sets receive equal wear. The Central Plant capacity should be built for ultimate build-out capacity or maximum emergency capacity. Initial equipment capacity should exceed the rated detainee capacity by 30 percent.

### ***Electric Power Service and Emergency Generator***

The primary electric power service will enter the facility at the Central Plant. A separate space will be required for the main switchgear, transformation equipment, and the distribution panelboards. The stand-by generator for emergency power may be located in the electrical section of the Central Plant or a unit with integral weather enclosure will be located just outside. Primary fuel storage should be outside.

### ***Telecommunications Equipment Room***

The telecommunications systems should have centralized equipment room for PBX, computing equipment, video switches, door control systems, electronic monitoring systems, and radio communication systems. As a rule of thumb, provide equipment room area equal to one percent of the total building area.

This room should be located directly off of the central control, accessible only through the central control. This room should be located at least 15 meters (50 feet) from the nearest public entrance, loading dock or exterior wall. It should be located where it can be expanded for future requirements. This room should have adequate passage for the delivery of large equipment pieces.

The equipment room should be located away from sources of electromagnetic interference such as generators, battery rooms, transformers, x-ray equipment, radio towers, and microwave transmitters.

It should not be located below water supply lines or equipment that could flood and damage the electronics equipment. A floor drain should be provided in the event of a flood.

The facility should also have an entrance termination room with approximately 600-mm (2 feet) of wall space for every 2,000 SM (22,000 SF) of building area.

### ***Telecommunication and Electrical Closets***

In addition to the Central Plant, the facility requires electrical and communication closets every 1,400 square meters (15,000 square feet) or every 90 meters (300 feet). The telecommunication

and electrical closets should be located outside of detainee continuously occupied areas such as dayrooms and recreation yards. Access to these closets should be under the visual supervision of the detention security officers. Closets on the outside of the secure perimeters should not be placed directly on the secure perimeter where attempts to compromise the secure perimeter may be unobserved.

The communication closet should be a minimum of 3,000-mm (10 feet) by 2,400-mm (8 feet), with fixed plywood covering on two walls, and sealant on all finishes to reduce dust. The room should have a minimum of two 20-amp 110-volt outlets as well as convenience outlets.

The room shall have 24-hour HVAC service.



# CHAPTER 38: TECHNICAL INFORMATION

## Introduction

This chapter contains technical criteria for the SPC. It is presented in narrative and matrix format, and encompasses the physical systems and construction to be used. This criteria is provided to orient the user on appropriate application of systems and the level of construction required for the detention facility, and to respond to the physical and operational demands placed upon the facility.

More than one approach may be suitable. Therefore, the Guide contains multiple criteria within specific categories that may be considered.

The criteria should be interpreted as informative in purpose and is not intended to restrict the user from employing other systems that meet the test of cost, durability, safety, and function provided by the listed criteria.

The technical criteria are presented in two methods: according to general categories relating to the issues and systems common throughout the entire facility, and according to the space types within the facility.

General categories are: a) Building Codes; b) Site Development; c) General Finishes and Construction Summary; d) Security Construction; e) Electrical, Electronic and Communication Systems; f) Door Control Systems; g) Plumbing Systems; and h) Fire Detection and Suppression System.

Additionally, categories discussing criteria according to space types are: i) Enhanced Security Detention Areas; j) Standard Security Detention Areas; k) Basic Security Detention; l) Office/Staff Areas; and m) Utility Areas.

The following is a brief description of each category.

**Building Code:** Criteria on code provisions that are unique to detention facilities.

**Site Development:** Standard for paving, security, lighting, and utilities systems.

**General Finishes and Construction Summary:** Summarizes the typical finishes and construction.

**Secure Construction:** Criteria for construction of secure perimeters. The information contained in this section will override other criteria for those spaces that are part of a secure perimeter.

**Door Control Systems:** Systems used to control doors remotely and identification of the primary and backup staff position controlling the doors.

**Electrical, Electronic Security and Communication Systems:** Electrical power distribution system and electronic systems used to provide security and communication.

**Tuberculosis Protection:** Requirements for ventilation, heating, cooling, and HEPA filtering systems to be installed.

**General Plumbing Systems:** Plumbing systems to be installed.

**Fire Detection and Suppression Systems:** Systems used to detect and suppress fire and smoke, and notify emergency assistance.

**Enhanced Security Detention Areas:** Spaces occupied by detainees who represent high security risks. The detainees are under continuous supervision by staff protected by barriers. Construction must prevent aggressive escape attempts or destruction of property.

**Standard Security Detention Areas:** Areas occupied by general population detainees who are under continuous supervision by staff in these areas. The design must prevent escape attempts or vandalism of property, and allow temporary lock downs as required.

**Basic Security Detention Areas:** Spaces intermittently occupied by detainees who are under staff supervision. The design must confine detainee movement and maintain service life of property.

**Office/Staff Spaces:** Areas occupied by staff only. Typically, detainees will not be in these locations. Construction must provide for the comfort of the staff and maintain the service life of the property.

**Utility Areas:** Places used for building support functions. Trustees are the only detainees allowed in these areas. The design must minimize construction cost and maintain the service life of the property.

## Occupants

The four primary factors that determine the technical criteria for each type of space include: a) the occupant of the space, b) the service life desired, c) the quality of the environment desired, and d) the construction cost.

The occupants for each space type will typically be one of the following: Detainee; Staff, including court, security, or civilian; or Public, including visitors, attorneys, the press, or other individuals not under the employment of agencies providing service at the SPC.

In detainee-occupied areas, security risk determines the level of construction required and should match the type of housing selected. High security risk detainees are housed in a single-cell environment and require secure vandal-proof construction and devices. For low security risk detainees in dormitories, and medium security risk detainees housed in multiple occupancy cells the durable life and economy of service should be considered equally with the security

rating of the construction. The Guide assumes that the general population detainees represent a lower security risk, and can be housed in dormitory settings with reduced amounts of secure construction.

If vandalism and breaches in security indicate an insufficient level of construction, then the entire security approach should be reconsidered, including the type of housing and the supervision ratio. Due to the cost of installation and difficulty in replacement, the level of construction should not compensate for the use of dormitory housing types and lower levels of supervision. Control of the detainee population will reduce vandalism more effectively than relying on construction quality.

In selecting construction quality, the comfort and convenience of the staff should be considered, as they spend more time in the long run within the facility than the detainees do. The selection of material and colors, and the use of natural light can improve staff working conditions, which will positively impact staff morale and help the institution attract and retain qualified staff.

Areas with unrestricted public access must be constructed to withstand abuse and vandalism. Ease of maintenance and appearance must be considered in selecting finishes for public areas.

## **Construction Technology**

The listed criterion defines materials and systems providing satisfactory performance, and is not meant to be an exhaustive list of all possible construction methods.

Alternate construction methods may be employed if they provide the same performance characteristics. As an example, pre-cast concrete, poured in place concrete, or high-strength plaster on metal lath may be substituted for concrete masonry units, as long as the integrity of security, structural needs, and maintenance are preserved.

The latest construction technology may be employed, if it is cost effective, serviceable, proven in performance, and appropriate to security needs. It is advisable that successful installations of the technology be inspected before use of the systems.

## **Building Code**

The following building code technical criteria are provided to inform the user of restrictive code provisions applying to detention facilities. This is not a comprehensive evaluation of all possible code applications, but rather focuses on those provisions that are unique to detention facilities and highly restrictive in their effect on design.

The INS is required to comply with a model building code as directed by the *Public Buildings Amendment of 1988, Public Law 100-678, 102 Stat. 4049-4054, enacted November 17, 1988, Section 6 adding Section 21 to the Public Buildings Act of 1959*. While the INS has adopted Standards for Detention, these do not specifically provide life safety standards for construction.

Building codes should be adopted as follows:

A specific building code will be adopted and complied with when developing a project. Under normal circumstances, this will be the local building code.

Building Code provisions should be determined on a project basis. The *NFPA101 Life Safety Code* provisions must be complied with at a minimum, specifically *Chapter 14*.

When specific provisions in governing building codes vary, it is the responsibility of the project team to research and determine if alternate or more lenient provisions are advisable. Criteria recommended by the Guide are denoted with a filled box (+). Other criterion that is acceptable is denoted with an open box (□).

The application of building codes to SPC facilities should be interpreted according to the following guidelines.

## Occupancy Classification

*Detention Areas* (those areas within the secure perimeter)

+ 1-3 Institutional (Jail and Prisons), *NFPA 101 Chapter 14*.

□ Occupancy to be reviewed on a project basis.

*Non-Detention Areas* (those areas outside the secure perimeter)

+ B-2 Office.

□ Occupancy to be reviewed on a project basis.

## Type of Construction

The applicable building code should be reviewed in determining type of construction.

*Detention Areas*

+ Type I or H FR is recommended.

□ Type II, III, or IV FR construction may be considered, depending on sprinkler protection, floor area, building height, and allowable area increases.

*Non-Detention Areas*

+ Type II FR or 1-hour construction is recommended.

□ Type II, III, or IV construction may be considered, depending on floor area, building height, and allowable area increases. The applicable building code should be reviewed in determining type of construction.

## Fire Separation

+ Two-hour separation of detention areas from other occupancies.

□ Applicable building codes must be reviewed.

## Occupancy Load

### *Detention Areas*

- + 120 square feet minimum per occupant (does not expand bed capacity as established by INS Standards).

### *Non-Detention Areas*

- + 100 square feet minimum per occupant.

## Egress

- + All means of egress remote controlled.

- ☐ No more than 10 manually operated locks to release all detainees from individual housing units.

## Fire Protection

- + Mechanical smoke removal or operable vents required.

- + Sprinklers required.

## Access for the Disabled

The facility must provide handicap access as required by the *Uniform Federal Accessibility Standards (UFAS)*. Security post staff must be able-bodied and therefore do not require accessible construction for the disabled.

All new construction funded by the Federal government must be accessible to disabled individuals, whether they are employees, detainees or visitors. Requirements are stated in the *Uniform Federal Accessibility Standards (UFAS)* and the *Americans with Disabilities Act Architectural Guidelines (ADAAG)*. SPC capacity provided through contract must comply with the Americans with Disabilities Act (ADA), Title H or III (depending upon the status of the contractor). Security post and other areas where the nature of the job requires able-bodied persons do not need to be accessible to disabled individuals. In offices, detention and public contact areas, physically impaired individuals may be present and access must be provided.

All pedestrian walkways and corridors, parking, restrooms, and public telephones must be accessible to disabled individuals. Light switches, thermostats, fire alarms, drinking fountains, and elevator controls must be designed for use by persons in wheelchairs. Visual fire alarms must be installed for the hearing impaired.

## Code and Standards Comparison

The following is a summary comparison of Standard and Code requirements for SPC programming and building construction issues. While this comparison is not a comprehensive analysis of each code and standard body, it does provide the user with information on the basic impact of each on these issues. It is the responsibility of the users to familiarize themselves with these standards in making decisions on specific projects.

Please note that these requirements are contemporary with the development of this document. The standards and codes are continually updated by their respective authors and should be consulted to ensure that the requirements placed upon the SPC have not been altered after publication of the Guide.

**TABLE 38.1 CODES AND STANDARDS COMPARISONS, PART I**

ISSUES	ACA STANDARDS FOR ADULT LOCAL DETENTION	TEXAS JAIL STANDARDS	CALIFORNIA BUILDING CODE (CBC) AND CALIFORNIA TITLE 19 (T19)	FLORIDA ACCREDITATION STANDARDS MANUAL (FASM)  FLORIDA MODEL JAIL STANDARDS (FMJS)
<b>OCCUPANCY CLASSIFICATION</b>	Detention Facility 3-ALDF-2A-01 Refer to building code	259.101; 259.301; 259.401; 259.701; 261.101; & 261.301	CBC 308.1 Group I Division 3	FASM 22.01 Conform to codes
	Holding Facility			
	New Physical Plant			
<b>TYPE OF CONSTRUCTION</b>	3-ALDF-2A-01 Refer to building code	259.104; 259.3065; 259.704 & 261.104; Metal, Masonry Concrete 259.403; & 261.303 Conventional Materials 263.21 Fire Resistant and Non-Toxic	CBC 308.2.2.2 Type I or II FR; or Type II, III or V if 1 hr construction, maximum 3900 sf CBC Table 8B Class I Finishes for vertical exists, Class II in other exits and areas.	
<b>FIRE ALARM</b>	3-ALDF-2A-01 Automatic system required	263.30 Required	CBC 308.9; CBC 322 Required	FASM 6.01; 22.02 Required
<b>FIRE SUPPRESSION SYSTEM</b>	3-ALDF-3B-01 Required Hoses or Extinguishers	263.52 Hoses /or extinguishers	CBC 321.1 Sprinklers required for facilities housing 10 or more inmates.  CBC 904.2.7 System may be dry  CBC 321.2; Table 9A Standpipe and hoses required	FASM 22.03 A system required
<b>SMOKE DETECTION</b>	3-ALDF-2A-01 Automatic system required	263.31 Required	CBC 905.9.5 Required per Fire Code	
<b>SMOKE EVACUATION SYSTEM</b>	3-ALDF-2A-01 Refer to building code	263.51 Required	CBC 323 Required	
<b>EMERGENCY POWER</b>	3-ALDF-3B-06 Required	263.50 Required	CBC 320 Alternate on-site electrical supply required  CBC 470A.2.24 Required	
<b>ENTRANCE CONTROL</b>	3-ALDF-2G-03 Sallyport Required	259.118; 261.116 Vehicle Sallyport Required for Maximum Security Prisoners  259.313 Vehicle Sallyport may be provided  259.119; 259.314; & 261.117 Interlocked Safety Vestibule Required for Max/Med security prisoners. Accommodate emergency evacuation equipment.  259.414 & 261.313 Conventional Vestibule for minimum-security prisoners. Accommodate emergency evacuation equipment	CBC 324.6 Electrical remote operation required  CBC 1003.3.1.2 Powered doors allowed for egress doors  CBC 1003.3.11.8 (3) Exceptions from keyless release.  CBC 1007.5.12 Fence Gate locks allowed.	FASM 6.12 Weapons depositories maintained at the entrance  FASM 6.23 Pedestrians and vehicles leave through safety vestibules and sallyports  FMJS 16.03 Requires a vehicle sallyport  FMJS 16.03(p) requires a security vestibule.

ISSUES	ACA STANDARDS FOR ADULT LOCAL DETENTION	TEXAS JAIL STANDARDS	CALIFORNIA BUILDING CODE (CBC) AND CALIFORNIA TITLE 19 (T19)	FLORIDA ACCREDITATION STANDARDS MANUAL (FASM)  FLORIDA MODEL JAIL STANDARDS (FMJS)
		259.110; 259.308; 259.408; 261.110; & 261.308 Provide for movement in/out of facility with contact with public.		
<b>MEANS OF EGRESS</b>	3-ALDF-3G-05 2 Exits from all housing and places of assembly for 50 or more people	263.13 through 18  259.113; 259.313; 259.414; 261.113 & 261.310 Elevator accommodate emergency evacuation equipment	CBC 308.4; CBC 324.1 Two exits required for more than 20 inmates  CBC 325 Fenced enclosures shall have two means of egress  CBC 1007.5.8 (2) Exceptions. Locks without panic hardware allowed.	FASM 6.17 Two means of egress  FASM 6.24 Escape route marked.
<b>ACCESSIBILITY</b>	3-ALDF-2F-03, 3-ALDF-2C-13 Housing	259.105; 259.304; 259.404; 261.105; & 261.304 Accommodation for public disabled  259.121; 259.317; 259.417; 261.121; & 261.316 Accommodations at visiting.  273.294) Long term care of disabled.	CBC 308.4; CBC 1103.1.7(5) 1 in every 20 rooms / cell / fraction of capacity must be accessible to disabled individuals	
<b>NATURAL LIGHTING</b>	3-ALDF-2D-03, 3-ALDF-2D-043-ALDF-3D-05. Provide with views to outside for new facility. Provide natural light for existing / renovation / addition)	259.148; 259.338; 259.437; 261.148 & 261.341 Windows and/or skylights should be provided.  259.132; 259.327; 259.427 Provide access if no outdoor exercise  261.132; 261.326 Provide access to sunlight at least 1 hr per week.	CBC 308.5.1 Provide Light and Ventilation.  CBC 1202.1 Provide windows equal to 1/10 of floor area or artificial lights	
<b>HOLDING CELL</b>	3-ALDF-2C-03 35 SF Unencumbered space	259.138; 40 sf with toilet and sink	CBC 470A.2.2 No smaller than 40 SF, with seating, toilet, sink and drinking fountain.	
<b>HOLDING ROOM MULTIPLE OCCUPANCY</b>	3-ALDF-2C-03 25 SF Unencumbered space per occupant for 2-64 Occupants	259.138; 261.138 40 sf minimum plus 18 sf for each additional inmate, with adequate toilets and sinks	CBC 470A.2.2 Maximum capacity 16 inmates, 10 SF per inmate, with seating, toilet, sink and drinking fountain.  CBC 470A.3.1 Toilets and sink at a ratio of 1 per 16 inmates. Plus at least one drinking fountain	FMJS 5.08 (b) (iii) Toilet and sink at 1:8 inmates
<b>DETENTION CELL</b>	3-ALDF-2C-01 and 3-ALDF-2C-03. 70 sf with access to toilet, sink and shower	259.133; 261.133 40 sf clear floor area exclusive of furnishings, with access to toilet and sink	CBC 470A.2.6 70 sf (Type II holding more than 96 hours).	FMJS 16.03 (i) Single Occupancy Cells have a minimum of 63 sf of floor space
<b>MULTIPLE OCCUPANCY CELL/ DORMITORY</b>	3-ALDF-2C-01 and 3-ALDF-2C-03 All single cells for maximum security. Capacity of 2-64 occupants with 50 sf per occupant sleeping area	259.134; 259.328; 259.329; 259.428; 259.429; 261.134; 261.135; 261.328; & 261.329 40 sf clear floor area plus 18 sf for each	CBC 470A.2.8 Maximum of 64 inmates, 50 SF per inmate  CBC 470A.3.1 Toilets and sink at a ratio of 1 per 8	FMJS 16.03 (j) Multiple Occupancy cells designed with a minimum of 40 sf per inmate.  Dormitories shall be

ISSUES	ACA STANDARDS FOR ADULT LOCAL DETENTION	TEXAS JAIL STANDARDS	CALIFORNIA BUILDING CODE (CBC) AND CALIFORNIA TITLE 19 (T19)	FLORIDA ACCREDITATION STANDARDS MANUAL (FASM)  FLORIDA MODEL JAIL STANDARDS (FMJS)
	occupant sleeping areas. Provide 1 toilet, shower and lavatory per 12 inmates	area plus 18 sf for each additional inmate, with 1 toilet and sink per 8 inmates. Limit capacity to 48 prisoners	inmates, plus at least 1 drinking fountain	designed at a minimum 75 SF/inmate including day space.
<b>SEGREGATION/ SPECIAL CELL</b>	3-ALDF-2C-12 70 sf with access to toilet, sink and shower	259.137; 261.137; & 261.331 40 sf clear floor area with toilet, sink and shower. Include Shower  259.312; 259.412; 261.311 Provide segregation cells	See detention cell	FASM 10.05 Special management inmates under regular correctional/medical officer observation
<b>SHOWERS</b>	3-ALDF-2C-10 provided at a rate of 1/10, with temperature maximum of 120 degrees.	259.143; 259.333; 259.432; 261.143; & 261.336 1 shower per 12 inmates  259.135; 259.329; 259.430 Dormitories may include showers	CBC 470A.3.4 Showers at a rate of 1 per 20 inmates	FASM 9.04 Prisoners permitted to bathe during admission and booking.  FASM 10.16 Inmates allowed to bathe daily.  FMJS 5.08(b).(iv) showers at 1/16 inmates
<b>DAYROOM</b>	3-ALDF-2C-05 35 sf per maximum number of prisoners who use the dayroom at one time.	259.136; 259.330; 259.430; 261.136; 261.330 Maximum 48 prisoners 40 sf plus 18 sf for each additional occupant with access to toilet and sink	CBC 470A.2.9 35 sf per occupant exclusive of 3 foot circulation in front of cells, with access to toilet and sink and shower, may be part of segregation cell or dormitory where the dayroom is added to the sleeping area.	FMJS 16.03(l) 35 sf per inmate.
<b>DINING FACILITIES</b>	3-ALDF-2E-05	259.124; 259.320; 259.420 Maximum 96 in one group  261.124; 261.319 Maximum 48 in one group.	CBC 470A.2.17 Group dining required, with 15 sf per inmate, separated visually from any toilet or shower facilities.	FMJS 6.10 Detainees should be served in common dining or dayroom area with some exceptions.
<b>PROGRAM AREAS OR MULTIPLE - PURPOSE ROOMS</b>	3-ALDF-2C-06 1 room available minimum	259.131; 259.326; 259.426 200 SF room available per 100 prisoners  261.131 & 261.325 Provide one or more rooms.	CBC 470A.2.11 Required	
<b>OUTDOOR EXERCISE AREA</b>	3-ALDF-2E-01 Provide 1 hour per day with at least an area of 15 SF per prisoner, minimum size of 1,500 SF/>100 prisoner institution, 750 SF/<100 prisoner institution	259.131; 259.327; 259.427; 261.132; 261.326 Alternate indoor areas required for inclement weather.  259.131; 259.327; 259.427 800 sf minimum for facility of 100 prisoners or less  259.131; 259.327; 259.427 1000 sf minimum for facilities of more than 100 prisoners  259.131 500 sf minimum group exercise for segregation housing  259.131 200 sf minimum	CBC 470A.2.10 Not less than 600 SF, size equal to 50 SF times 80 percent times maximum population divided by 1 hour exercise periods per day.	FASM 12.18 Inmates are provided 3 hours/week of exercise.

ISSUES	ACA STANDARDS FOR ADULT LOCAL DETENTION	TEXAS JAIL STANDARDS	CALIFORNIA BUILDING CODE (CBC) AND CALIFORNIA TITLE 19 (T19)	FLORIDA ACCREDITATION STANDARDS MANUAL (FASM)  FLORIDA MODEL JAIL STANDARDS (FMJS)
		single inmate exercise for segregation housing  259.131; 259.327; 259.427 15 sf per prisoner using the space at one time		
<b>VISITING</b>	3-ALDF-2E-03 Required, plus at least on private interview room in intake	259.121; 259.317; 259.417; 261.121; & 261.316 Provide at least 1 secure contact visit. Allow passage of legal paper at attorney non-contact visiting.	CBC 470A.2.18 Required	
<b>MEDICAL FACILITY</b>	3-ALDF-4E08 On-Site Emergency Intervention Required.  3-ALDF-4E-10 Require the supervision by Health Care Professionals.	Section 273 Dignified place for examinations. Separate Health Records. Appropriate housing assignment for suicidal and mental health patients.  259.115; 259.313; 259.413; 261.115; & 261.312 Provide medical examination and treatment space.  259.129; 259.324; 259.424; 261.129; & 261.323 Provide space or provisions for first aid, medical exam and treatment, and pharmaceuticals.  259.130; 259.325; 259.425; 261.130; & 261.324 Provide infirmary in facilities of 200 prisoners	CBC 470A.2.12 One medical examination room of 100 SF or more with sink required for facilities of 25 or more inmates  470A.2.13 Lockable pharmaceutical storage  470A.2.14 Provide means for medical care and housing. Must be separate from other housing.	FASM 10.07 Special housing for medical reasons.  FMJS 7.27.03 All medication, needles and syringes shall be kept in a locked area except when in use.

**TABLE 38.2 CODES AND STANDARDS COMPARISONS, PART II**

ISSUES	NFPA 101	UBC	INTERNATIONAL BUILDING CODE	AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES, PART IV  UNIFORM FEDERAL ACCESSIBILITY STANDARDS
<b>OCCUPANCY CLASSIFICATION</b>	Chapter 14 Detention Occupancy (New)  Chapter 15 Detention Occupancy (Existing)	308.1  Group I Division 3	308.4; 408.1 Group I-3, Condition 4 for Detention Occupancy, for more than 5 individual under secure measures, with remote controlled release from sleeping areas.	UFAS 4.1.4© Institutional Occupancy – Jail or Detention  ADAAG 12.1 Institutional occupancy where occupants are under degree of restraint or restriction.
<b>TYPE OF CONSTRUCTION</b>	14-1.6.3 Type I or II (222); or Type II, II or V if sprinkled and less than 3 stories	308.2.2.2 Type I or II FR; or Type II, III or V if 1 hr construction, maximum 3900 sf  CBC Table 8B Class I Finishes for vertical exits, Class II in other exits and areas.		
<b>FIRE ALARM</b>	14-3.4 Required	308.9; CBC 322 Required	907.1.1.6 Required; 907.2.1.2 Automatic Fire Detection System Required	UFAS 4.1.2(13) Audible & Visual Alarms Required  ADAAG 12.6 Visible Alarms required.
<b>FIRE SUPPRESSION SYSTEM</b>	14-3.5 Houses & Extinguishers	321.1 Sprinklers required for facilities housing 10 or more inmates.  904.2.7 System may be dry  321.2 ; Table 9A Standpipe and hoses required	903.2.5 Required	
<b>SMOKE DETECTION</b>	14-3.4.4 Required in housing areas	905.9.5 Required per Fire Code	907.2.1.2 Required for areas with more than 4 occupants	
<b>SMOKE EVACUATION SYSTEM</b>	14-4.1 Required in areas with no operable windows	323 Required	408.8 Buildings with non-operable/non-breakable windows must have vent openings or engineered smoke control system	
<b>EMERGENCY POWER</b>	14.5.1.2 Required	320 Alternate on-site electrical supply required	408.4.5 Required for remote release locks	
<b>ENTRANCE CONTROL</b>		324.6 Electrical remote operation required  1003.3.1.2 Powered doors allowed for egress doors  1003.3.11.8 (3) Exceptions from keyless release.  1007.5.12 Fence Gate locks allowed.	408.3.6 Sallyports permitted if it unobstructed during emergency egress	UFAS 4.1.1 & 4.1.2 One accessible route to building, & all floors, with accessible parking, signage, elevators and toilets facilities  ADAAG 12.2.2 Provide alternative route where security equipment is not accessible.
<b>MEANS OF EGRESS</b>	14.-2.6 Maximum travel distance 100 ft: 150 ft if sprinkled or with mechanical smoke control	308.4; CBC 324.1 Two exits required for more than 20 inmates  325 Fenced enclosures shall have two means of	408.4.1 Remote power release if more than 10 doors required to release prisoners during emergency.	ADAAG 12.2.1 Accessible, except where operated only by security personnel.

ISSUES	NFPA 101	UBC	INTERNATIONAL BUILDING CODE	AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES, PART IV UNIFORM FEDERAL ACCESSIBILITY STANDARDS
		egress 1007.5.8 (2) Exceptions. Locks without panic hardware allowed.	Table 1005.2 Two means of egress when occupancy exceeds 10	
ACCESSIBILITY		308.4; CBC 1103.1.7(5) 1 in every 20 rooms/cell/fraction of capacity must be accessible to disabled individuals	1103.1 Accessibility required 1103.2.7 Raised areas used for security do not need to be accessible 1103.2.9 Equipment spaces do not need to be accessible 1107.3.3 5% of all housing, and at least 1 residential unit must be accessible	UFAS 4.1.4© All common use, public and staff areas (if handicapped staff are employed) must be accessible ADAAG 12, Detention and Correctional Facilities
NATURAL LIGHTING		308.5.1 Provide Light and Ventilation. CBC 1202.1 Provide windows equal to 1/10 of floor area or artificial lights	1204.1 Natural light or artificial light required.	
HOLDING CELL				UFAS 4.1.4 © 5% of available housing units are to be accessible. ADAAG 12.4.1 At least 2 percent of the housing capacity, and a minimum of 1 cell. ADAAG 12.4.4 2 percent have hearing impaired equipment. ADAAG 12.5 Requirements for Accessible Cells or Rooms
HOLDING ROOM MULTIPLE OCCUPANCY				ADAAG 12.4.1 At least 2 percent of the housing capacity, and a minimum of 1 cell. ADAAG 12.4.4 2 percent have hearing impaired equipment. ADAAG 12.5 Requirements for Accessible Cells or Rooms
DETENTION CELL				UFAS 4.1.4 © 5% of available housing units are to be accessible. ADAAG 12.4.1 At least 2 percent of the housing capacity, and a minimum of 1 cell. ADAAG 12.4.4 2 percent have hearing impaired equipment. ADAAG 12.5 Requirements for Accessible Cells or Rooms

ISSUES	NFPA 101	UBC	INTERNATIONAL BUILDING CODE	AMERICANS WITH DISABILITIES ACT ACCESSIBILITY GUIDELINES, PART IV UNIFORM FEDERAL ACCESSIBILITY STANDARDS
MULTIPLE OCCUPANCY CELL/ DORMITORY				ADAAG 12.4.1 At least 2 percent of the housing capacity, and a minimum of 1 cell.  ADAAG 12.4.4 2 percent have hearing impaired equipment.  ADAAG 12.5 Requirements for Accessible Cells or Rooms
SEGREGATION/S PECIAL CELL				
SHOWERS				
DAYROOM				
DINING FACILITIES			408.6.1 Maximum capacity of one smoke compartment 200 prisoners.	
PROGRAM AREAS OR MULTIPLE-PURPOSE ROOMS				
OUTDOOR EXERCISE AREA				
VISITING				ADAAG 12.3 Accessible cubicles and counters, except if not serving accessible housing.
MEDICAL FACILITY				ADAAG 12.4.4 Medical facilities are accessible

## Site Development

### Paving System

**Primary Roadways:** Main entrance from public roads to parking, access to the processing vehicle sallyport, and loading dock service yard.

- + Concrete paving material.
- + Curbs.
- ☐ Bituminous paving material.

Gravel paving material not recommended.

**Secondary Roadways:** Access through the secure perimeter for emergency vehicles, service drives along the secure perimeter, and service drives to utility facilities.

- + Bituminous paving material.
- + Concrete paving material.
- ☐ Gravel paving material, based on site-specific considerations.

**General Parking:** Public and official visitor parking, staff parking, and delivery vehicle parking.

- + Bituminous paving material.
- + Concrete paving material.
- + Curbs.

Gravel paving material not recommended.

**Service Parking:** Parking for maintenance vehicles and other institutional vehicles not in use.

- + Bituminous paving material.
- + Concrete paving material.
- ☐ Gravel paving material.

**Pedestrian Walkways:** Sidewalks for public access to the facility, detainee circulation walkways within the facility, and security patrol walkways around the facility.

- + Concrete paving material.

### Site Vegetation

An easily maintained ground cover over the entire site is required for appearance, erosion, and dust control. Detainee recreation areas will have a paved or gravel surface.

- + Topsoil, seed, sod, and plant material will be provided.
- ☐ Gravel ground cover will be provided in detainee activity areas and recreation yards.

- + Automatic sprinklers will be provided for sodden areas in low-precipitation locations.

## Desert Areas

- + Hot and dry climates should have low water desert landscaping.

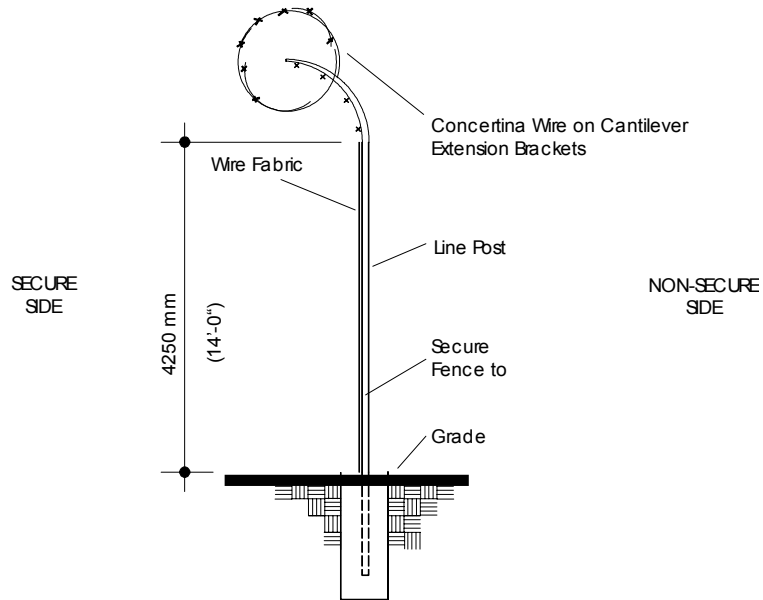
## Perimeter Security

- + Double, 4,250-mm (14-foot) high fence, with a minimum 6 meter (20-foot) separation, an inward cantilever fence top, and concertina (razor wire) on the uppermost part.

- ☐ Single fence topped with concertina wire.

- + Grade beam at the interior fence.

- + For urban settings, a solid fence that blocks view into the site.



**Figure 38.1 Concertina Fence Section**

- + Pedestrian sallyports, which provide for passage through the fence, and 15 meter (50-foot) by 21 meter (70-foot) vehicle sallyports that provide for passage through the fence. Both sallyports to have interlocked, remote-control sallyport gates and manual-secured service gates. Sallyport gates must have high-speed operation of gates, not less than 9 meters (30 feet) per minute.

- ☐ Site perimeter fence, 1,200-mm (4-ft) high, chain link for demarcation of property if Primary Secure Perimeter is not on the property line. Fence to be marked with “No Trespassing” signs.

- ☐ Staffed site entrance security post, where all guns are checked.

- ☐ Canine patrol.

- ☐ Guard towers.

- ☐ Swing-arm gates at roadway entrances.

- + Electronic intrusion detection system.

- + Video CCTV surveillance. Alarm primary and secondary activation of CCTV cameras. (Alarms should be animal sensitive.)

- ☐ Card-readers at gates.

- ☐ Pre-wire for future systems.

- + Perimeter surveillance road.

Please refer to Electronic Security Systems for additional discussion.

## Site Lighting

- + Parking lighting illuminated to 32 – 54 lx (3-5 foot candles).
- + Lighting security perimeter fence should be illuminated to 32 – 54 lx (3-5 foot candles) increased to 108 lx (10 foot candles) during alarm periods.
- General site lighting illuminated at 11 lx (1-foot candle).
- + Lighting exterior of all buildings should be illuminated to 32 – 54 lx (3-5 foot candles) increased to 108 lx (10 foot candles) during alarm periods.
- + Pole mounted lights must be placed clear of fences. Use metal halide 1000-watt bulbs with 250-watt back up light in case of failure. Do not use high-pressure sodium lights or other color-distorted lights. Color corrected lighting is required to allow security personnel to correctly observe movement and identify individuals at distances during night hours.
- + Recreation Yards should be illuminated to 108 lx (10 foot candles).

## Site Utilities

When outside utility service is not available, the following items are recommended:

- + Non-aerated sewage.
- Aerated sewage (when site area is restricted).
- Incinerated solid waste disposal.
- Landfill solid waste disposal.
- + Gaseous emergency fuel (Natural Gas/LPG).
- Liquid emergency fuel (Diesel, gasoline).
- + Fire suppression water reservoir.

## General Finishes and Construction Summary

This category summarizes the finishes and construction to be used in the areas listed. The criteria contained in this summary will be superseded by the criteria in the secure construction category when these spaces are affected by secure perimeters and other security issues.

The summary defines the wall construction type, floor and ceiling finishes, finishes for wet areas, and furnishings.

Space types are separated into the following categories: Enhanced Security Detention Areas, Standard Security Detention Areas, Basic Security Detention Areas, Office/Staff Areas, and Utility Areas.

- Enhanced Security Detention Areas include the following room types: Single-cells; Holding Cells; Central Control; Armory; Fixed Staff Post; Processing, Pharmacy, Secure Dormitories.

- Standard Security Detention Areas include the following room types: Dormitories, Movement Corridors, Visiting.
- Basic Security Areas include the following room types: Health Services, Dining, Recreation, Multi-Purpose/Programs.
- Office/Staff Areas include the following room types: SPC Administration, Deportation, INS Court Attorneys, EOIR Court, Staff Services and Training, and Break/Lunch Room.
- Utility Areas include the following room types: Food Preparation, Laundry, Warehouse, Maintenance and Physical Plant.

The following are the criteria recommended for use by the Guide. The criteria listed are not exhaustive in scope; therefore, other materials and finishes may be considered if they perform the same function. Floor areas in non-wet spaces with plumbing, such as cells, should be equipped with a drain and have the floor sloped for water flow out of the space in case the drain is plugged.

- Floor finishes for dry areas may include: sealed concrete, vinyl composition tile, fluid-applied flooring, carpet, or a special finish such as stone or decorative tile.
- Areas with extensive traffic or in housing for high-risk detainees should have hard flooring that provides ease of maintenance and low cost of installation.
- Fluid applied flooring may be considered for high maintenance areas. Composed of epoxy or polyurethane and stone aggregate, it provides a highly resistant impervious floor system. However, this type of flooring does have drawbacks including the initial installation cost and the potential for spalling when sub-slab moisture is present. Fluid applied flooring should be a minimum of 12-mm (1/2-inch) thick. A sub-slab moisture barrier is always recommended when using fluid applied flooring.
- General detainee and staff areas should have carpet to provide acoustical treatment. While the use of carpet in detainee occupied areas is controversial, it must be considered to decrease the noise level in the mezzanine dayroom areas. Dining areas should not have carpet flooring. In addition, carpet does not require the maintenance that vinyl flooring requires, as it can be vacuumed daily and steam cleaned once a month. For detainee occupied areas, carpet should be a loop-pile broadloom 5,600 density with type 6/6 nylon face and closed-cell PVC backing, installed by direct glue with weld seam binds. No metal or plastic transitions should be used. Carpets should be glued down or tucked into floor saw-cuts.
- Resilient vinyl tile is an economical floor system that cleans well. Drawbacks include: poor acoustical properties, the need for wet cleaning procedures, buffing on a continuous basis to maintain appearance, and the hazard of slipping.

Wall finishes may include paint on CMU substructure, glazed masonry unit, acoustical panels, paint on GWB substructure, vinyl wall covering, and special wall finishes such as wood and stone. The substructure will be determined by the security risk.

- Glazed masonry units may be considered in lieu of paint on GWB or in areas that require constant cleaning. Drawbacks include the initial material cost, the difficulty in repairing damages, and cleaning the grout joints. In general, the use of epoxy finishes has superseded the use of glazed masonry units.

- Acoustical panels may be considered in areas requiring acoustical treatment such as courts, conference rooms, public lobbies, and housing dayrooms. When located in detainee occupied areas, panels should be located above reach.
- Vinyl wall covering may be considered for executive offices, court spaces, and other areas to enhance the dignity of the space. It is easy to clean; though difficult to repair.
- Glass block is not a secure construction material.

Ceiling finishes include exposed structure, painted or exposed concrete ceilings, high strength plaster, steel, glued-on acoustical panels, suspended acoustical tiles with or without hold-down clips, or painted GWB ceiling.

- For high-risk detainees, the ceiling must be penetration-proof, therefore, the use of concrete, high-strength plaster, or metal is recommended. For other detainee populations, exposed ceiling or plaster ceilings are appropriate for housing areas. Activity areas may use these options as well as suspended acoustical panels with hold down clips. The objective of the ceiling treatment is to prevent the detainee from storing contraband within the ceiling plenum. The perimeter partitions and the structure above, not the ceiling system, provide the secure containment.
- Glued-on acoustical tiles may be used in detainee housing areas to provide acoustical treatment while avoiding ceiling plenums that detainees can access. Acoustical material should be placed on areas out of detainee reach.
- Staff-occupied areas should have suspended acoustical ceiling systems.
- Utility areas may have exposed ceiling systems for economic reasons. Other systems can be used if they are economical and easily maintained.

Wet finishes for showers, toilets, lockers, janitor closets, kitchen areas, and laundry areas must provide adequate protection from moisture. Finishes include stainless steel floor pans, ceramic or quarry tile, or glazed masonry units. Ceiling finishes may be plaster, painted GWB, water-resistant acoustical tile, or stainless steel.

- In detainee occupied areas, metal shower finishes should be used. In staff areas and public areas, ceramic tile or similar cleanable, economical, impervious finishes should be used.
- In areas with heavy wear such as kitchens and laundry areas, quarry tile or similar material that resists impact and can be easily cleaned should be used. Ceramic tile tends to crack if installed as flooring in these areas.
- If ceramic tile is installed in shower areas, it must have a metal pan substrate to provide a waterproof barrier.
- Pre-manufactured showers may be used, but must be accessible to disabled individuals.

**Table 38.3 Typical Finish**

Finish Type	Enhanced Security Detention Areas	Standard Security Detention Areas	Basic Security Detention Areas	Office/Staff Areas	Utility Areas
<i>General Finishes</i>					
<b>Floor</b>					
Sealed Concrete	+	+	+		+
Carpet		+	+	+	
Carpet Tile				□	
Resilient Vinyl Tile			+	+	□
Fluid Applied Flooring	□	□	□		□
<b>Base</b>					
Vinyl				+	+
<b>Walls</b>					
Painted / CMU	+	+	+		+
Epoxy / CMU	□	□			□
Painted / GWB				+	+
Glazed Masonry Units	□	□	□		□
Acoustical Panels		□	□		
Vinyl				+	□
Special (Wood / Demountable Partitions)				□	
<b>Ceiling</b>					
Painted / Exposed Concrete	+	+	+		+
Painted / GWB				□	□
Exposed Structure					+
Plaster	□	□	□		
Metal	□	□			
Glue-on Acoustical Tiles		+	+	+	□
Suspended Acoustical Tiles				+	□
+ Recommended   □ Usable					

**Table 38.4 Wet Finishes**

Finish Type	Enhanced Security Detention Areas	Standard Security Detention Areas	Basic Security Detention Areas	Office/Staff Areas	Utility Areas
<i>Wet Areas</i>					
Fluid Applied Finishes	+	+	+		
Stainless Steel Pan	+	+	+		
Ceramic Tile Floor				+	
Plaster Ceiling	+	+	+	□	□
Painted GWB Ceiling				+	+
Quarry Tile Floor/Base					+
Ceramic Tile Walls				+	+
Glazed CMU	□	□	□		□
Water-proof acoustical tile with hold down clips					□
<i>Furnishing</i>					
Fixed Furniture	+	+			
Moveable Furniture			+	+	
Concrete Built In	+	+			
Stainless Steel Metal	+	+	Food		Food/ Laundry
Painted Metal		□	+	+	+
Formed Plastic			+		
Plastic Laminate			+	+	+
Modular Systems			□	+	
Interior Plants				+	
Artwork				+	
+ Recommended   □ Usable					

# Secure Construction

## General

Secure construction defines the requirements of partitions forming security perimeters. The construction of these partitions will supersede requirements listed under the individual space types.

Secure perimeters include the primary secure perimeter of the facility, perimeters separating individual housing areas and other components of the facility, and partitions enclosing individual rooms such as Central Control, the Armory, or the Pharmacy.

Construction will vary with the level of security required. Secure construction includes all horizontal and vertical partitions, windows, doors, and chases. All components for the partitions must be integrated to maintain a consistent security barrier.

Attack resistant barriers should be constructed to meet ASTM F 1233 Class IV standards.

## Partitions

**Gypsum Wall Board on Metal Studs (GWB).** GWB should be used in areas requiring privacy but not secure separation.

**Concrete Masonry Units (CMU).** CMU needs to be used in areas requiring separation where some attempts may be made at breaching or vandalizing the partition.

**Filled Concrete Masonry Units (Filled CMU).** Filled CMU should be used where secure separation is required.

**Steel Reinforced Filled Concrete Masonry Units (Reinforced Filled CMU).** Reinforced filled CMU should be used at secure perimeters defining detention versus non-detention areas. (Concrete needs to be 3,000 PSI.)

In secure areas, all partitions should be extended above the ceiling to the structural deck, or a secure ceiling should be provided preventing access to the plenum above the ceiling. Glass Block is not a secure construction material.

## Doors

**Detention Doors.** Partitions of filled or reinforced filled CMU partitions should have detention doors. Detention doors should be a minimum 14 GA detention hollow metal doors mounted in 50-mm (2-inch) 14 GA metal jambs equipped with remote control electro-mechanical/Mogel detention hardware cylinders.

In detention areas, all doors must swing out to prevent detainees from barricading themselves within a space.

**Other Doors.** Heavy-duty commercial grade doors in detainee occupied areas may be used when the door is not part of a secure perimeter, but privacy and movement control is desired. They can be institutional grade hollow metal or solid core wood doors.

## Glazing

**Detention Glazing.** Filled or reinforced filled CMU partitions will have detention glazing. In areas where the public has access to the secure perimeter, glazing must be bullet and vandal resistant. Glazing at internal locations must be vandal resistant. Material may be polycarbonate glass or lexan mounted in metal frames anchored into the partition, with 1-inch stops. Maximum glazed openings on secure perimeters are 125-mm (5 inches) wide or 200-mm (8 inches) by 200-mm (8 inches) square per pane.

**Other Glazing.** Tempered glass may be used when movement control and visual observation is desired in non-security perimeter partitions within detainee occupied areas.

## Ceilings

**Detention Ceilings.** Concrete, metal, or high-strength plaster that will prevent forcible escape.

**Other Ceilings.** All other ceilings in areas occupied by detainees should have exposed structure. In places such as medical exam rooms, GWB or suspended ceilings with concealed spine or hold-down clips may be used to prevent hiding contraband in the plenum.

## Barrier Grills

Barrier grills shall be placed in all chases and other openings in the secure perimeter exceeding 8 x 8 inches.

**Table 38.5 Detention Construction**

Space Type	GWB	CMU	Filled CMU	Reinf. Filled CMU	Detention Doors	Detention Glazing	Detention Ceilings
Cell / Holding Room			+		+	+	+
Main Security Perimeter			□	+	+	+	+
Secondary Perimeters		□	+		+	+	□
Continuous Detainee Occupied Areas		+			□	□	□
Intermittent Detainee Occupied Areas		+			□	□	□
Housing Fixed Post		□	+		+	□	□
Central Control				+	+	+	+
Armory				+	+		+
Visiting		□	+			+	+
Processing		□	+		+	□	+
Pharmacy		□	+		+		□
Other							
+ Recommended   □ Usable							

## Door Control Systems

### Remote Control Mechanisms

There are two methods of controlling doors remotely:

- + Electro-mechanical detention hardware mounted in the jamb.
- Electric strike heavy institutional grade hardware, with the strike mounted in the jamb and the latch cylinder mounted in the door.

### Remote Control Locations

Primary control of doors can be from one of the following locations:

- + Central Control.
- The fixed staff post supervising the area where the door is located, such as the housing fixed post. All doors controlled by these locations must have back-up control by Central Control.
- EOIR Control Doors.

## Remote Control Requirements

The following criteria will be used for remote controlled doors:

- + All remote controlled hardware will have manual back-up operation.
- + Remote controlled locks must fail in a secure mode.
- + Remote control electronic system will be hard wired.
- ☐ Remote control electronic system will be programmed.
- + All doors will be equipped with door position and lock-bolt position (keeper) monitors.
- + Sallyport entrance and exit doors will be interlocked to prevent simultaneous openings.
- + Cipher lock in Pharmacy.

**Table 38.6 Door Control**

Door	Electro-Mechanical	Electrical Strike	Key Only	Access Control System	Central Control	Local Control Central Control Backup	Position & Keeper
Cell / Holding Room	+					+	+
Main Security Perimeter	+				+		+
Secondary Perimeter	+				+	<input type="checkbox"/>	+
Movement Doors in Continuous Detainee Occupied Areas	<input type="checkbox"/>	+			<input type="checkbox"/>	+	+
Movement Doors in Intermittently Detainee Occupied Areas		+			<input type="checkbox"/>	+	+
Non-Movement Doors in Detainee Occupied Areas			+			<input type="checkbox"/>	+
Non-Secure Area Emergency Exits		<input type="checkbox"/>	+		<input type="checkbox"/>		+
Vehicle Sallyport Gates	+				+		+
Housing Fixed Staff Post	+	<input type="checkbox"/>			<input type="checkbox"/>	+	+
Central Control	+				+		+
Armory	+				+		+
Pharmacy	+			+	<input type="checkbox"/>	+	+
Office Perimeter		+		+		+	+
Individual Offices			+				Select Offices
+ Recommended <input type="checkbox"/> Usable							

## **Electrical, Electronic Security and Communication Systems**

### **Distribution System**

+ The distribution system should be designed in compliance with the Federal Information Processing Standards (FIPS) 175.

□ For the site telecommunications infrastructure backbone, provide 100-mm (4-inch) conduit or sleeve for every 5,000 SM (50,000 SF) of usable building area, with at least two additional spare sleeves.

### **Electronic Intrusion Detection System**

+ Infrared.

□ Microwave.

□ Ferrous Metal Detection.

□ Pressure-Sensitive System.

□ Vibration or Seismic.

□ Electronic Field.

### **Intercom/Public Address Systems**

+ Public address communication in detainee-occupied areas of the facility, and in every room of 5.5 SM (60 SF) or larger.

+ Intercom communication between staff post and Central Control.

+ Intercom communication between control post and remote control door points, with call-in button activation.

### **Sound Monitoring Systems**

+ Sound monitoring of detainee sleeping areas (NFPA 101 Life Safety Code requirement).

+ Sound monitoring of all detainee occupied areas by housing fixed staff post.

+ Sound monitoring of detainee activity areas and corridors by Central Control.

□ Sound monitoring of all detainee occupied areas by Central Control.

+ Adjustable decibel threshold activation.

+ Recording.

### **Radio Communications**

+ All security staff within the security perimeter, except staff in the dayroom, must be equipped with institutional mobile radio, monitored by Central Control. The detainees should not have access to the radio via staff in the dayroom.

- ☐ Mutual assistance radio system with other local law enforcement agencies.
- + Transmitter identification, which can pinpoint what position issued transmission.
- + Personal protection man-down alarms. The man-down system should not be dependent on the personal radio device because if it is off, the alarm will not work. Security staff does not always keep the radio on, because they may not want the detainees to be able to monitor the radio communication.

## **Phone and ADP Network Systems**

- + Cellular phone system (at administration).
- + Communication to other agencies and to traveling DEO.
- + Business phone system. Provide jack connections in almost every room, except for minor spaces such as electrical or janitor closets. Provide outside lines at doctor's office, processing, APSO, kitchen manager, maintenance offices, as well as administration offices, and central control. Provide a separate system for EOIR. Provide phones at staff security post with programmable capability to shut off outside service. The phone system must have emergency backup.
- + Contract pay phone, no incoming calls. Provide at a ratio of 1 phone to 25 detainees. Provide for privacy booths. One phone should be separated from other phones for confidential calls.
- ☐ Teleconferencing with language interpretation capability should be considered. This will allow for teleconferencing with Consulates for travel papers and allow the detainee to speak directly with Consulate and eliminates the need to transport the detainee to the Consulate.
- + ADP Network is governed by the INS Network Cabling Standard.

## **Detainee Count Systems**

- + Conduit for detainee tracking systems at all primary, secondary, and component perimeter access points.
- ☐ Wrist Band Transponder.
- ☐ Wrist Bands Bar Code.
- ☐ Bar Code Uniform Tag.
- ☐ Biometric Scanners (fingerprint or iris).

## **Video**

Video surveillance should be provided in all detainee occupied areas, particularly where detainees have mobility, and all around the secure perimeter. This includes walkways, vehicle sallyports, pedestrian sallyports, lobby entrance, main entry/exit, exterior, main circulation corridors, day space areas, processing, medical, safety cell, access to visitation, and all outdoor areas where inmates have access. Video surveillance should also be provided at indoor recreation, kitchen, laundry, every segregation cell, and the corridors of health service. All surveillance systems should be tied into the video recording system. Video surveillance must not be provided in EOIR because of legal restrictions.

The facility should incorporate a combination of camera types. Interior areas should be monitored with color systems while exterior areas can use higher resolution monochrome systems. Consider cameras on rails along the ceiling with zoom capability. Any camera system should be capable of being automated and incorporated into the alarm and recording system.

- + Video CCTV surveillance of all remote control doors by Central Control.
- ☐ Video CCTV surveillance of all detainee occupied areas by Central Control.
- + Video CCTV surveillance of sallyports by Central Control.
- + Video CCTV monitoring of all elevators.
- ☐ Continuous recording of CCTV surveillance.
- + Staff alarm activated recording of CCTV surveillance.
- ☐ Color video CCTV monitoring.
- + Low-light cameras.
- + Zoom-tilt-swivel control of CCTV cameras at specific locations such as recreation and parking/facility entrances.
- ☐ No video CCTV surveillance.

**Table 38.7 Video Surveillance**

Area	Video Surveillance		Area	Video Surveillance	
	Yes	No		Yes	No
Medical		+	Outdoor Recreation	+	
Sick Call Exam		+	Law Library	+	
Dining	+		Housing Dorm	+	
Food Preparation	+		Dayroom	+	
Food Storage		+	Fixed Post	+	
Laundry		+	Cells		+
Visiting	+		Circulation Corridors	+	
Attorney Visiting		+	EOIR Court		+

## General Electrical Systems

Electrical systems disconnect should be provided as required by code and standard practice, as well as at each housing pod, and at each range of 4 to 8 cells within the pod. The latter should be operable from the housing unit control station, shutting off both power and lighting at each group of cells.

Emergency generators should be located at or near the electrical power service entrance. Emergency generators should generally utilize diesel, LP, or natural gas fuels, though no natural gas should be used in seismic 3 and 4 zones because of possible fuel supply interruption. When a campus layout is used, individual generators may be provided at each building group, however, this can increase maintenance effort. Provide backup generators for redundancy. Emergency generator should have the capacity to run the entire facility with a minimum of 5 days to a 1-week fuel supply.

Items that must be on the emergency generator include:

- Security equipment.
- Emergency lighting.
- Alarm systems.
- Communication equipment.
- Some computer database (UPS system).
- Ventilation and Heating Systems – to maintain habitable conditions during emergency periods.
- Essential Food Service Equipment – to allow continued operation during emergency periods.

Electrical outlets should not be provided in areas generally accessible to groups of detainees. For cleaning and other activities, cords are run in from the corridors. Electrical outlets in cells, if provided, should have ground fault protection.

Medical areas should have outlets with covers to prevent casual detainee tampering.

## Tuberculosis Protection

Government employees at ports can be exposed to individuals infected with tuberculosis who are undergoing inspection or investigation. Areas of high risk include contact and attorney visiting, holding cells, exam rooms, public counters, and processing counters. Recommendations for the control of exposure to tuberculosis are contained in the following guidelines: *Prevention and Control of Tuberculosis in Correctional Facilities*, *Recommendations of the Advisory Council for the Elimination of Tuberculosis*, issued by the Center for Disease Control (CDC), and the *Proposed Rule for the Occupational Exposure to TB*, issued by OSHA. Each facility should have an infection control program that addresses all of the following:

- Exposure assessment.
- Protocols for the early recognition of infected individuals.
- Isolation of infected individuals in a room designed for the containment of airborne pathogens.
- Monitoring of the performance of isolation rooms.
- Continued isolation and treatment of infected individuals.
- Medical surveillance of employees including Mantoux skin tests.
- Extensive employee training in TB recognition and control procedures.
- Provisions for personal protection equipment (PPE) with a minimum NIOSH approval rating of N95.

Five primary engineering control methods are available including: negative air pressure, exhaust ventilation, dilution, controlled airflow direction, and filtering.

- Negative air pressure of 0.005 kPa (0.02 inch) of water is recommended for spaces holding tuberculosis-infected individuals.
- Ten air changes per hour are recommended for enclosed spaces with a high risk of tuberculosis transmission. This is recommended by ASHRAE Applications Handbook for spaces where TB patients are examined.
- Airflow rates across counters from the staff side to the public side should be 45 meters per minute (150 feet per minute). Where possible, sneeze shields and additional counter depth should be considered.
- Air in high exposure spaces should not be recirculated. Filtration of recirculated air with a HEPA filter may be provided for specific projects. Air from examination and holding areas should not be recirculated to other areas of the facility.
- The airflow may be directed down, with exhaust vents at the floor, so contaminated air flows down and away from the breathing zone of staff members who are interacting with the infected individual.

## General Plumbing Systems

This category includes toilets, lavatories, urinals, showers, sinks, floor drains, janitor closets, drinking fountains, and utilities. Emergency water shut off should be provided as required by code and standard practice, as well as at each housing pod, and at each toilet room, and each range of 4 to 8 cells within the pod. The latter should have remote electronic controls at the pod control station.

**Toilets.** The quantity of plumbing fixtures for public and staff is prescribed by codes; for detainees, by standards. Staff areas should be equipped with commercial grade fixtures, including porcelain fixtures, hot and cold running water, metal toilet partitions with doors, and glass mirrors. All fixed posts must have a toilet facility accessible from the post. All single cells and holding rooms must be equipped with an individual toilet and sink.

There are two types of toilet fixtures: stainless steel and porcelain. Stainless steel is the most difficult to damage and the easiest to keep clean if surfaced correctly. Polished stainless steel surfaces should be avoided, as this type of surface harbors bacteria. Stainless steel must have shot-peened surfaces. Stainless steel fixtures come in two forms: single toilet/lavatory and combination toilet/lavatory. Normally, stainless steel combination units are installed in security areas with single or double fixture configurations, and are the least expensive. In addition, stainless steel fixtures will have built-in seats (no seat lids), to prevent damage if detainees stand on the toilets. (Note: Many foreign nationals use toilets as stooping-blocks, damaging toilet seats.)

Porcelain fixtures are normally used in staff and public areas. They are not recommended in utility or security areas, as they can be cracked and chipped.

When toilets are located in security risk areas, plumbing controls must be concealed in a chase. An opening must be provided for maintenance to access, preferably from an area outside of the space occupied by the detainee. The toilets in these areas should be either floor-mounted or secured to both the floor and the wall. Fixtures mounted on chair carriers are often used to facilitate cleaning and improve surveillance, but are more subject to detainee vandalism. Toilets in detainee-occupied areas must be equipped with anti-flood devices. Facilities may consider blow-out type toilets.

Toilet stalls in detainee areas should not have doors, but should have masonry modesty panels to provide privacy. Modesty panels should terminate at shoulder height to allow staff to visually verify that the stall is occupied. Toilets should be equipped with toilet paper dispensers and waste paper receptacles with lids. These are necessary because many detainees are not accustomed to disposing of waste paper in toilets.

**Floor Drains.** Floor drains are required in all holding cells, inmate and staff toilet areas, and the kitchen. All detainee-occupied areas equipped with plumbing fixtures must have floor drains with trap primers. Floor drains in single-cell areas must be located outside the cells. The padded cell must have a flushing-rim floor drain.

**Fittings and Connections.** Metered, push-button valves, where the valve is concealed in a chase, are required for all lavatories and showers in all detention areas. Public restrooms require metered valves on lavatories. All staff fixtures shall have lever faucets.

Inmates must have access to operable showers, with the temperature of hot water limited to 107°F to ensure safety. Showerheads should be non-adjustable, minimal profile, secure, and should be located on sidewalls to limit splashing out of the shower stall. All plumbing should be concealed.

**Janitor Closets.** Janitor closets require floor-mounted wash basin and floor drains. Faucets must have vacuum breakers and threaded bib.

**Drinking Fountains.** Drinking fountains must be provided in Dayrooms, Detainee Programs area, Medical area, Kitchen, Dining Room, and Public Lobby. Holding cell and single cell combination units must be equipped with bubbler faucets to be used at drinking fountains.

**Hose Bibbs.** Provide hose bibbs immediately outside of holding rooms and detainee restrooms. Hose bibbs will be key operated.

**Water Softeners.** The requirement for water softening depends on the hardness of the water at the facility. Water softening should be limited to the kitchen, laundry, and boilers. Give special review to any need to soften water to the housing.

**Grinders.** Sewage grinders may be considered. They may be in-line or at the institution discharge. They may be placed at the end of the entire system, or just at the discharge of toilets in group areas accessed by the public, where most of the problems occur. This reduces the size and power requirements of the grinders. Grinders can reduce problems from the utility service provider who experiences clogged pipes as a result of discharge from the SPC institutions.

**Table 38.8 Plumbing Service**

Plumbing Systems	Enhanced Security Detention Areas	Standard Security Detention Areas	Basic Security Detention Areas	Office/Staff Areas	Utility Areas
Floor Drain	+	+	+		+
Stainless Steel Fixture	+	+	+		+
Combination Fixture	+	+	□		
Porcelain Fixture				+	□
Metered Valves	+	+	+		
Exposed Valves				+	+
Anti-flood Devices	+	+	+		
Concealed Controls with Service Chase	+	+	+		
1,000-mm (40-inch) high masonry modesty panel – no door	+	+	+		
Metal Toilet Partition / Doors				+	+
+ Recommended □ Usable					

## Fire Detection and Suppression Systems

The facility must incorporate systems to detect and respond to smoke and fires. Systems include smoke detectors, heat detectors, audible and visual alarm devices, assistance notification, smoke ventilation and removal systems, fire extinguishers, fire hydrants and hose connections, and sprinkler systems.

**Detection.** All areas within the facility must be equipped with smoke and heat detectors. Codes mandate that smoke detectors be installed in all housing areas. Central Control will monitor detection systems and summon outside assistance when it determines an emergency exists.

**Smoke Ventilation and Removal Systems.** Mechanical forced smoke ventilation systems are recommended for all areas. Interior enclosed spaces such as fixed housing posts and circulation corridors require forced smoke evacuation. All areas with non-operable windows require forced smoke evacuation.

**Fire Extinguishers.** All fixed staff posts must be equipped with hand held fire extinguishers.

**Sprinkler Systems.** Sprinkler systems are recommended for all areas. Dry sprinkler systems activated by Central Control are required for detainee occupied areas. Enhanced and Standard security detention areas, including: cells, secure dormitories, secure dayrooms, toilets and showers, and visiting areas should have vandal-proof sprinkler heads. Basic Security Detention Areas may have regular sprinkler heads.

**Table 38.9 Fire Detection, Alarm and Control Systems**

Fire Detection and Suppression Systems	Enhanced Security Detention Areas	Standard Security Detention Areas	Basic Security Detention Areas	Office/Staff Areas	Utility Areas
Smoke Removal	+	+	+	+	+
Sprinkled			+	+	+
Sprinkled with Secure Heads	+	+			
Records Protection				+	
Two Exits	+	+	+	+	+
Fail Safe Exit Control				+	+
Fail Secure Exit Control	+	+	+		
Secure Safe Haven and Refuge	+	+	+	+	+
+ Recommended    □ Usable					

## Enhanced Security Detention Areas

### Primary Occupants

- Detainees, Security Staff

### Room Types

Single-Cells, Holding Cells, Multiple Occupancy Cells, Central Control, Armory, Fixed Staff Post, Processing, and Pharmacy

### Finishes

#### *Floor*

- + Sealed concrete
- ☐ Fluid applied flooring (epoxy/urethane)

#### *Walls*

- + Painted/CMU
- ☐ Epoxy/CMU
- ☐ Glazed concrete block

#### *Ceiling*

- + Painted/exposed concrete
- ☐ Plaster
- ☐ Steel

#### *Ceiling Height (minimum)*

- + 2,450-mm (8 feet) above the floor
- Areas with systems/equipment that must be out of reach of detainees should be 4,250-mm (14 feet) above the floor.

#### *Wet Area Finishes*

- + Fluid-applied finish
- + Stainless steel metal pan at shower areas
- + Plaster ceiling
- ☐ Glazed concrete block

## **Hardware**

### *Door Type*

- + Detention hollow metal swinging
- ☐ Detention hollow metal sliding

### *Lock*

- + Electro-mechanical remote release
- ☐ Manual release (10 doors or less), ancillary space
- + Mogel key cylinder
- ☐ Programmable controls

### *Lock Control*

- ☐ Roving security staff
- + Fixed staff post
- Central control

### *Glazing*

- + Glass-polycarbonate-glass
- ☐ Tempered 125-mm (5-inch) maximum width
- ☐ Combination of glass-polycarbonate-glass and grill

## **Plumbing**

- + Floor drain
- + Stainless steel fixtures
- + Combination fixtures with bubbler faucets
- + Metered valves
- + Anti-flood devices
- + Concealed controls with service chase
- Masonry 1,000-mm (40-inch) high modesty panel - no door

## **Mechanical**

- + Conditioned space
- ☐ Unconditioned space
- Barrier grills at perimeter and in chases

## **Electrical/Lighting**

- + Tamper-proof detention light fixture
- Emergency power/generator/UPS

## **Fire Protection**

- + Smoke removal
- + Sprinkled with secure heads
- + Two exits
- + Fail secure emergency exit locks
- Secure safe haven and refuge

## **Communication**

- + Audio monitoring
- + Video monitoring
- + Personal staff protection system
- Pay telephones in processing and housing vending areas with controlled access

## **Furnishings**

- + Fixed furniture
- + Concrete built-in
- + Stainless steel furniture finishes

## Standard Security Detention Areas

### Primary Occupants

Detainees, Security Staff

Public @ visiting only

### Room Types

Dormitories, movement corridors, visiting

### Finishes

#### *Floor*

+ Carpet (for acoustical problems)

+ **Sealed concrete**

☐ Fluid applied flooring

#### *Walls*

+ Painted/CMU

☐ Glazed concrete block

☐ Acoustic panels

#### *Ceiling*

+ Painted/exposed concrete

+ Glue-on acoustical tiles or banners on ceiling areas out of reach of detainees

☐ Plaster

☐ Steel

#### *Ceiling Height (minimum)*

+ 2,450-mm (8 feet) above the floor

■ Areas with systems/equipment that must be out of reach of detainees should be 4,250-mm (14 feet) above the floor.

#### *Wet Area Finishes*

+ Fluid applied finish

+ Stainless steel metal pan at shower areas

- + Plaster ceiling
- Glazed concrete block

## **Hardware**

### *Door Type*

- + Detention hollow metal swinging
- Detention hollow metal sliding

### *Lock*

- + Electro-mechanical remote release
- Manual release (10 doors or less), ancillary space
- + Mogel key cylinder
- Programmable controls

### *Lock Control*

- Roving security staff
- + Fixed staff post
- + Central control

### *Glazing*

- Glass-polycarbonate-glass
- + Tempered 125-mm (5-inch) maximum width
- Combination of glass-polycarbonate-glass and grill

## **Plumbing**

- + Floor drain
- + Stainless steel fixtures
- + Gang fixtures
- + Metered valves
- + Anti-flood devices
- + Concealed controls with service chase
- + Masonry 1,000-mm (40-inch) high modesty panel - no door

## **Mechanical**

- + Conditioned space

- ☐ Unconditioned space
- + Barrier grills at perimeter and in chases

## **Electrical/Lighting**

- + Tamper-proof detention light fixture
- + Emergency power/generator/UPS

## **Fire Protection**

- + Smoke removal
- + Sprinkled with secure heads
- + Two exits
- + Fail secure emergency exit locks
- + Secure safe haven and refuge

## **Communication**

- + Audio monitoring
- + Video monitoring
- + Personal staff protection system
- + Pay telephones in housing vending areas with controlled access

## **Furnishings**

- + Fixed furniture
- + Concrete built-in
- + Stainless steel furniture finishes
- ☐ Modular formed plastic (Dormitory Units)
- ☐ Painted metal finishes

## **Basic Security Detention Areas**

### **Primary Occupants**

Detainees, Security Staff, Service and Program Staff

### **Room Types**

Health services, recreation, library, hair care, programs

### **Finishes**

#### *Floor*

- + Carpet (for acoustical problems)
- + Sealed concrete
- + Resilient vinyl tile
- ☐ Fluid applied flooring

#### *Walls*

- + Painted/CMU
- ☐ Glazed concrete block
- ☐ Acoustic panels

#### *Ceiling*

- + Painted/exposed concrete
- + Glue-on acoustical tiles or banners on ceiling areas out of reach of detainees
- ☐ Plaster

#### *Ceiling Height (minimum)*

- + 2,450-mm (8 feet) above the floor
- Areas with systems/equipment that must be out of reach of detainees should be 4,250-mm (14 feet) above the floor.

#### *Wet Area Finishes*

- + Fluid applied finish
- + Stainless steel metal pan at shower areas
- + Plaster ceiling
- ☐ Glazed concrete block

## **Hardware**

### *Door Type*

- + Detention hollow metal swinging
- ☐ Detention hollow metal sliding

### *Lock*

- ☐ Electro-mechanical remote release
- + Electrical strike release
- ☐ Manual release (10 doors or less), ancillary space
- + Mogel key cylinder
- ☐ Programmable controls

### *Lock Control*

- ☐ Roving security staff
- + Fixed staff post
- + Central control

### *Glazing*

- ☐ Glass-polycarbonate-glass
- + Tempered 125-mm (5-inch) maximum width
- ☐ Combination of glass-polycarbonate-glass and grill

## **Plumbing**

- + Floor drain
- + Stainless steel fixtures
- + Gang fixtures
- + Metered valves
- + Anti-flood devices
- + Concealed controls with service chase
- + Masonry 1,000-mm (40-inch) high modesty panel - no door

## **Mechanical**

- + Conditioned space
- ☐ Unconditioned space

- + Barrier grills at perimeter and in chases

### **Electrical/Lighting**

- + Tamper-proof detention light fixture
- + Emergency power/generator/UPS

### **Fire Protection**

- + Smoke removal
- + Sprinkled
- + Two exits
- + Fail secure emergency exit locks
- + Secure safe haven and refuge

### **Communication**

- + Audio monitoring
- + Video monitoring
- + Personal staff protection system

### **Furnishings**

- + Moveable furniture
- + Stainless steel dining furniture finishes
- + Painted metal finishes
- + Formed plastic furniture
- + Plastic laminate cabinets and tops

## Office/Staff Spaces

### Occupants

Staff, Public

### Room Types

SPC Administration, Deportation, INS Court Attorneys, EOIR Court, Staff Services and Training, and Break/Lunch Room

### Finishes

#### *Floor*

- + Carpet
- + Vinyl composition tile
- ☐ Carpet tile

#### *Base*

- + Vinyl

#### *Walls*

- + Painted/GWB
- + Vinyl
- ☐ Special (wood or demountable partitions)

#### *Ceiling*

- + Acoustical tiles
- ☐ Painted/GWB
- ☐ Plaster and other

#### *Ceiling Height*

- + 2,600-mm (8 feet 6 inches) minimum, 2,750-mm (9 feet) preferred

#### *Wet Area Finishes*

- + Ceramic tile on floors
- ☐ Ceramic tile on walls
- + Vinyl on walls

- + Painted GWB ceiling
- ☐ Plaster ceiling

## **Hardware**

### *Door Type*

- + Commercial grade wood
- ☐ Commercial grade hollow metal
- ☐ Plastic laminate clad

### *Lock*

- + Privacy set key/thumb lock on office
- ☐ Electrical strike release on perimeter doors
- + Closers on perimeter doors
- + Panic hardware on perimeter doors

### *Entry Lock Control*

- + Reception/secretary buzzer
- ☐ Electronic access control on perimeter doors

### *Glazing*

- ☐ Operable window
- + Thermal glazing
- ☐ Tempered glass

## **Plumbing**

- + Porcelain fixtures
- + Exposed valves
- + Metal toilet partitions with doors

## **Mechanical**

- + Conditioned space
- ☐ Unconditioned space

## **Electrical/Lighting**

- + Fluorescent

□ Incandescent

+ Emergency power/generator/UPS

## **Fire Protection**

+ Smoke removal

+ Sprinkled

+ Records protection

+ Two exits

## **Communication**

+ Private interchange telephone system

+ Public address system

+ Institutional telephone system

+ Local area computer network

+ Outside dedicated data lines

## **Furnishings**

+ Modular furniture systems

+ Built-in casework

+ Free-standing furniture

+ Interior plants

+ Artwork

## Utility Areas

### Occupants

Service Staff and intermittent occupancy of detainees on work detail under security staff supervision

### Room Types

Food Preparation, Laundry, Warehouse, Maintenance, Physical Plant

### Finishes

#### *Floor*

- + Sealed concrete
- ☐ Vinyl composition tile
- ☐ Fluid applied flooring (epoxy/urethane)

#### *Base*

- + Vinyl

#### *Walls*

- + Painted CMU
- + Epoxy/CMU
- + Painted/GWB
- + Glazed masonry units
- + Vinyl

#### *Ceiling*

- + Painted/exposed
- + Exposed Structure
- ☐ Glue on Acoustical tiles
- ☐ Painted GWB
- ☐ Suspended clip-down Acoustical tiles

#### *Ceiling Height*

- + High bay
- ☐ 2,600-mm (8 feet 6 inches)

### *Wet Area Finishes*

- + Quarry tile floor and base
- + Ceramic tile walls
- ☐ Glazed concrete block
- + Painted GWB ceiling
- ☐ Waterproof acoustical tile with hold down clips
- ☐ Plaster ceiling

## **Hardware**

### *Door Type*

- ☐ Hollow metal
- + Detention hollow metal swinging
- ☐ Solid core wood

### *Lock*

- + Electrical strike
- + Manual release
- ☐ Electro-mechanical remote release
- + Builders hardware key cylinder outside secure perimeter
- + Mogel key cylinder inside secure perimeter
- ☐ Programmable controls

### *Lock Control*

- + Roving security staff
- ☐ Fixed staff post
- + Central control

### *Glazing*

- ☐ Tempered
- + Tempered (5" maximum width per pane)
- ☐ Glass-polycarbonate-glass

## **Plumbing**

- + Floor drain

- + Stainless steel fixtures
- Porcelain fixtures
- + Exposed valves
- + Metal toilet partitions with doors

### **Mechanical**

- + Conditioned space
- Unconditioned space
- + Barrier grills at perimeter and in chases

### **Electrical/Lighting**

- + Ground fault electrical single outlet
- Tamper-proof detention light fixture
- + Emergency power/generator/UPS

### **Fire Protection**

- + Smoke removal
- + Sprinkled
- + Two exits
- + Locks fail secure inside secure perimeter
- + Locks fail safe outside secure perimeter

### **Communication**

- + Public address system
- + Listening devices
- + Video monitoring
- + Personal protection system
- + Outside Phone Lines at Offices

### **Furnishings**

- + Stainless steel metal finishes at food/laundry
- + Painted metal finishes elsewhere
- + Plastic laminate finishes



# CHAPTER 39: CONSTRUCTION COST IMPACTS

## Objective

This chapter provides information to familiarize the user with the relative costs for developing SPC detention facilities. These factors are general in nature and must be adjusted for the date of construction, location of the project, market factors, site development, and project criteria. A qualified cost estimator should be used to develop actual probable costs for individual projects.

## Perspective on Cost Factors

Budgetary pressures must be considered when making decisions concerning the scope and quality of the facility. These pressures are necessary and healthy to the development of an optimal performing facility, ensuring that decisions reached provide value. The user must weigh how the funding provided to the INS is employed when developing a project, weigh the cost of each individual decision and reconcile the accumulated costs of all the decisions against the budgetary limits of the project. Many projects experience opposing priorities. Some project decision-makers may desire the most secure construction to provide physical safety and make operation and maintenance of the facility as easy as possible. Others may demand the most detention capacity for the dollars allocated. Detainee legal representation may demand development of better living conditions, which is particularly relevant when a facility is under court order. These pressures can and must be resolved when developing projects.

SPC facilities, like other detention facilities, are expensive structures. The secure construction required to detain individuals can cost two to three times more than other similar-sized residential and commercial projects. In planning a project, the user should recognize that the only way to reduce costs is to reduce the scope of the facility or the quality of construction. Other strategies, such as reducing the estimated construction value of a given system, will result in inaccurate planning budgets.

Modern detention philosophy requires more extensive facilities than those provided in times past. These requirements, embodied in the standards of the INS and ACA, require larger facilities providing more consistent services and better living conditions. This translates into increased space and costs.

Managers are recognizing that staff costs far exceed construction costs over the life of the facility (estimated at a ratio of 10: 1). Therefore, there is increased pressure to produce facilities that allow efficient staff supervision of the detainees while maintaining a safe environment. The old hard-to-supervise linear barracks are no longer acceptable to many institutions because of staff costs.

One area where project developers have latitude to reduce costs is by reducing construction quality. However, decisions to reduce construction quality must be considered carefully, as reduced quality may provide the same performance, or it may be a false economy. Value engineering must determine if the loss in performance outweighs the reduction in costs. Another area where project developers can reduce construction costs is lowering the anticipated risk factor faced by the facility. Lower-risk detainees do not require as secure construction as do high-risk detainees. For SPC facilities, the project developer should review construction methods in similar SPC facilities and the empirical knowledge of SPC personnel.

With these thoughts in mind, the Guide provides cost factors as a benchmark for gauging facility scope and costs. Final project budgets should not rely solely upon the cost information contained within the Guide. Actual project budgets must be developed by employing a qualified cost estimator experienced in detention construction. The factors provided in the Guide are presented to develop an understanding of the range of costs that should be expected when developing projects.

## **Cost Factors Format and Variables**

Cost is provided on a square-foot basis for each operational component. The square foot cost includes all construction, finishes and fixed equipment required for the space type. Cost is provided on a component basis because at this stage of planning, costs cannot be based on detailed design information. This format allows the user to multiply the programmed area by the cost factor to directly obtain a probable budget for the facility component. By comparing the cost of one component with another, the user may judge the priority of space and budget allocations.

The cost factors are based on a west-coast campus facility. Cost factors do not include site development costs such as grading, roadway or utility services. Site costs will vary considerably from project to project, depending on the degree of utility service, roadway development, and grading required to make the site usable.

Cost factors will vary as a result of other influences, including geographic location within the U.S., size of the facility, campus/high rise configuration of the facility, and inflation from the time of publication of the Guide. The Guide relies on cost adjustment based on the Means Cost Index. These allow the user to adjust the cost factors for the region where the facility is to be located. The user must adjust the cost factors for inflation including the escalated rate per year.

**Table 39.1 Unit Costs for Calendar Year 2000**

<b>Building Area</b>	<b>\$/SF</b>	<b>\$/SM</b>
Cell Housing	\$201.17	\$2,165.46
Dormitory Housing	\$156.61	\$1,685.77
Residence Housing	\$142.60	\$1,535.01
Public Entrance / Lobby	\$165.52	\$1,781.71
SPC Administration	\$150.24	\$1,617.24
Deportation	\$156.61	\$1,685.77
INS Court Attorneys	\$156.61	\$1,685.77
APSO Team	\$156.61	\$1,685.77
EOIR Court	\$206.26	\$2,220.28
Staff Services & Training	\$146.42	\$1,576.12
Detention Administration	\$162.97	\$1,754.30
Processing	\$174.43	\$1,877.64
Medical Services	\$166.79	\$1,795.41
Food Service	\$210.08	\$2,261.40
Dining	\$147.70	\$1,589.83
Visiting	\$182.07	\$1,959.88
Detainee Holding	\$201.17	\$2,165.46
Programs / Chaplaincy	\$150.24	\$1,617.24
Recreation	\$142.60	\$1,535.01
Library	\$150.24	\$1,617.24
Hair Care / Hygiene	\$150.24	\$1,617.24
Commissary	\$150.24	\$1,617.24
Laundry	\$190.99	\$2,055.81
Warehouse / Central Receiving	\$101.86	\$1,096.43
Maintenance	\$118.41	\$1,274.61
Physical Plant	\$114.59	\$1,233.49
Parking	\$105.68	\$1,137.55



# CHAPTER 40: CONSOLIDATED STAFF POSITION LIST

## Objective

*This chapter provides a consolidated list of all staff positions identified in Section III: Facility Components. It also provides an explanation of shift relief factors.*

## Staff Impact on Facility Design

The architectural configuration of a facility determines, to a large extent, the staff levels required to supervise the detainees. Therefore, the project developer must pay careful attention to the impact facility configuration has on staffing requirements. Personnel and operating costs may exceed construction costs by 10 times over the life cycle of a facility. Staff costs may account for approximately 60 percent of all operating costs. To assure optimal facility performance, the staff levels required to operate a facility must be analyzed to determine the impact of design concepts on operational costs.

Staff levels are derived by the number of staff required to adequately supervise and service detainee groups. *Chapter 7: Supervision Philosophy* discusses the appropriate ratio of supervisors to detainees.

## Analysis Methodology

The staffing analysis is based upon positions identified in the space program. Each position is identified according to how many shifts and the number of days it must be staffed. The positions are then multiplied by the appropriate relief factor.

Shifts include:

- Business (B) - 8:00 am to 5:00 pm
- Morning (1) - 12:00 midnight to 8:00 am
- Day (2) - 8:00 am to 4:00 pm
- Evening (3) - 4:00 pm to 12:00 midnight

While individual facilities may practice shift schedules that vary from this, the staffing quantities indicated in the Guide are representative staff levels required to operate a facility.

Relief factors are calculated for each position on each shift. The factors incorporate 10 holidays per year, including New Year's Day, Martin Luther King's Birthday, Presidents' Day, Columbus Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, and Christmas. They also assume 19 vacation days per year, 13 sick days per year, and 5 days off-

duty training. This method yields a relief factor of 5.12 (1.71 x 3) staff for every 24-hour fulltime post.

The ratio of detainees to staff is an appropriate method for gauging staff utilization. In general, ratios should fall between 3 and 4 detainees per staff member. Security staff is measured as a separate item to test the efficiency of supervision. Deportation, INS Court Attorneys, EOIR Court, and Health Services personnel should be omitted from the test ratios, as they are determined by the level of services provided and not detainee population levels or facility design.

**Table 40.1 Shift Relief Calculation**

	<i><b>Days/Year</b></i>
Days per Year	365
Weekends	104
Total Business Days	261
Holidays	10
Vacation Days	19
Sick Leave Days	13
Training Days	5
Total Available Days	214
<i><b>Relief Factor</b></i>	
Business hours, no relief	1.00
Business hours, relief	1.22
8 hour shift, 7 days per week	1.71
24 hour seven day rotation	5.12
Part time positions are shown as a relief factor less than 1	

**Table 40.2 List of Positions**

<i><b>Position</b></i>	<i><b>Shift</b></i>	<i><b>Holiday/Wk end Relief</b></i>	<i><b>Days per Week</b></i>	<i><b>Relief Factor</b></i>
<b>PUBLIC ENTRANCE / LOBBY</b>				
Main Gate	B	R	M-F	1.22
Outer Perimeter Patrol	Three	R	M-F,S,S	5.12
Reception/Security Post	B	R	M-F,S,S	1.71
Visitor Processing	B	R	M-F,S	1.46
Metal Detector	B	R	M-F,S	1.46
Luggage Inspection	B	R	M-F,S	1.46
<b>DEPORTATION</b>				
Deportation Supervisor	B		M-F	1
Intelligence Officer	B		M-F	1
Travel Clerk	B		M-F	1
Docket Team				
Officer	B		M-F	1
Clerk	B		M-F	1
Deportation Officer	B		M-F	1
<b>INS COURT ATTORNEYS</b>				
INS Attorney Offices	B		M-F	1
Law Clerks	B		M-F	1
<b>APSO TEAM</b>				
Supervisor	B		M-F	1
Asylum Officer	B		M-F	1
<b>EOIR COURT</b>				
Immigration Judge	B		M-F	1
Paralegal/Clerk	B		M-F	1
Language Specialist	B		M-F	1
Law Clerks	B		M-F	1
Clerks/Students	B		M-F	1
Court Administrator	B		M-F	1
Court Security Officer	B		M-F	1
<b>SPC ADMINISTRATION</b>				
Facility Administrator	B		M-F	1
Administration Officer/Secretary	B		M-F	1
Assistant Facility Administrator	B		M-F	1

<b><i>Position</i></b>	<b><i>Shift</i></b>	<b><i>Holiday/Wk end Relief</i></b>	<b><i>Days per Week</i></b>	<b><i>Relief Factor</i></b>
Administrative Officer	B		M-F	1
Director of Operations Support	B		M-F	1
Fiscal Clerk	B		M-F	1
Personnel	B		M-F	1
ADP Specialist	B		M-F	1
Program Analyst	B		M-F	1
Student Aides	B		M-F	1
Management Analyst	B		M-F	1
Procurement Specialist	B		M-F	1
Contracting Officer	B		M-F	1
Contracting Secretary	B		M-F	1
Accreditation/Disciplinary Officer	B		M-F	1
<b>STAFF SERVICES &amp; TRAINING</b>				
Training Officer	B		M-F	1
<b>DETENTION ADMINISTRATION</b>				
Central Control	Three	R	M-F,S,S	5.12
Chief Detention Officer	B		M-F	1
Shift Commander	Three	R	M-F,S,S	5.12
SDEO Administrator	B		M-F	1
Clerk	B		M-F	1
Contract Security Director	B		M-F	1
<b>DETAINEE HOLDING</b>				
Security Post	B		M-F	1
Escort	B		M-F	1
<b>PROCESSING</b>				
Supervisor	B		M-F	1
Transportation Local	B	R	M-F	1.22
Transportation Long Distance	B		M-F	1
USMS Office	B		M-F	1
<b>MEDICAL SERVICES</b>				
Medical Records Clerk	B		M-F	1
Nurse, Clinic	B	R	M-F	1.22
Nurse, Housing Full Time Care	Three	R	M-F,S,S	5.12
Nurse, Housing Intermittent Care	Three		M-F,S,S	0

<b>Position</b>	<b>Shift</b>	<b>Holiday/Wk end Relief</b>	<b>Days per Week</b>	<b>Relief Factor</b>
Head Nurse	B	R	M-F	1.22
Physician/PA, Clinic	B	R	M-F	1.22
Physician/PA, Housing Direct Access	B	R	M-F	1.22
Physician/PA, Housing Intermittent Care	B		M-F	1
Pharmacy Technician	B		M-F	1
Radiologist Technician	B		M-F	1
Lab Technician	B		M-F	1
Phlebotomist	B		M-F	1
Dentist	B		M-F	1
Dental Hygienist	B		M-F	1
Psychiatrist	B		M-F	1
Psychologist, Clinic	B		M-F	1
Psychologist, Housing Full Time Care	B	R	M-F	1.22
Psychologist, Housing Intermittent Care	B		M-F	1
Floor Post	B	R	M-F	1.22
<b>FOOD SERVICE</b>				
Food Service Administrator	B	R	M-F,S,S	1.71
Storekeeper/Clerk	B		M-F	1
Roving Post	Two	R	M-F,S,S	3.42
<b>LAUNDRY</b>				
Laundry Supervisor	B		M-F	1
Roving Post	B		M-F	1
<b>HAIR CARE/HYGIENE</b>				
Roving Post	B		M-F	1
<b>COMMISSARY</b>				
Commissary Supervisor	B		M-F	1
Roving Post	B		M-F	1
<b>PROGRAMS</b>				
Social Programs	B		M-F	1
Academic Education	B		M-F	1
Vocational Education	B		M-F	1
Arts & Crafts	B		M-F	1
Industries	B		M-F	1
Roving Post	B	R	M-F	1.22

<b><i>Position</i></b>	<b><i>Shift</i></b>	<b><i>Holiday/Wk end Relief</i></b>	<b><i>Days per Week</i></b>	<b><i>Relief Factor</i></b>
<b>CHAPLAINCY</b>				
Chaplain	B		M-F	1
<b>VISITING</b>				
Visitor Check In	B	R	M-F,S	1.46
Visitor Security Check	B	R	M-F,S	1.46
Metal Detection	B	R	M-F,S	1.46
Luggage Inspection	B	R	M-F,S	1.46
Monitor Post	B	R	M-F,S	1.46
Roving Post	B	R	M-F,S	1.46
<b>RECREATION</b>				
Recreation Specialist	B	R	M-F,S	1.46
<b>LIBRARY/LAW LIBRARY</b>				
Law Library Control Desk	B		M-F,S	0
Library Control Desk	B		M-F,S	0
<b>WAREHOUSE/CENTRAL RECEIVING</b>				
Service Supervisor	B		M-F	1
Supply Clerk Workstation	B		M-F	1
<b>MAINTENANCE</b>				
Maintenance Supervisor's Office	B	R	M-F,S	1.46
Craftsmen	B	R	M-F,S	1.46

<i><b>Position</b></i>	<i><b>Business Shift</b></i>	<i><b>Shift 1</b></i>	<i><b>Shift 2</b></i>	<i><b>Shift 3</b></i>	<i><b>Days/Week</b></i>	<i><b>Relief Factor</b></i>
<b>HOUSING ASSIGNMENT</b>						
Rover Post		0.5	1.0		7	2.56
Floor Post			1.0	0.5	7	2.56
Secure Post		1.0	1.0	1.0	7	5.12
Unit Manager	1.0				5	1.00
Unit Programs Staff	1.0				5	1.00
Unit Classification Staff	1.0				5	1.00



# CHAPTER 41: SPACE PROJECTION & THE PROTOSPC TOOL

## Objective

This chapter contains an explanation of the ProtoSPC.xls spreadsheet that was developed in conjunction with this guide. It also provides an example output list of all spaces identified in the component descriptions, as well as an explanation of the terms and factors used. This includes net area, gross area, and net-to-gross efficiency factors.

## Measures of Space

The total space requirements for the SPC facility are the summation of individual areas identified in the operational components. This provides the user with a projection of the facility scope and a checklist of spaces that must be considered for a facility. The total can be cross-checked against other general rules to assure that the statement of project scope is within acceptable limits. Deviations from the general rules must be explainable by peculiarities in the facility parameters. The following general rules, viewed as approximate in nature, are provided as a check on the detailed program results.

- Average Square Feet per Detainee: 36 GSM (400 GSF)
- Ratio of Housing to Support Areas: 50% Food Service
- Area per Detainee: 1.8 NSM (20 NSF)

Project requirements will vary from these general rules due to the size of the facility, the degree of support received from other facilities, the degree of dormitory housing used, the amount of storage provided, the climate, and the amount of expansion capacity built in. Large facilities benefit from economy of size for service components and do not require as much total building gross square footage per detainee. Facilities constructed adjacent to another institution may receive food and medical service, administrative support, or other benefits that reduce area requirements. Dormitory housing requires less square footage per detainee than single-cell housing, though less security is provided. Warehouse and storage space may be reduced, though these spaces are less costly and benefit operations. Facilities constructed in inclement weather zones require more internal circulation, internal recreation spaces, physical plant space, and internal vehicle sallyports, resulting in larger facilities. Facilities may also vary from the general rules due to the presence of special functions within the facility, such as detainee industry programs.

## ProtoSPC.xls Spreadsheet

A Microsoft Excel-based spreadsheet has been prepared in conjunction with this guide to project the space requirements of the SPC facilities. This spreadsheet projects the space based on the number of detainees housed at the facility, the housing type, service delivery, and

security operations of the SPC. The spreadsheet allows individual input for these variables, and provides information useful for master planning and project budgeting purposes. Individual projects should use the results of the spreadsheet as a baseline that is modified to account for the specific needs of the particular facility.

## General Instructions

The following instructions provide guidance on the use of the ProtoSPC.xls spreadsheet tool for determining the scope of a proposed SPC facility. This spreadsheet contains defaults that allow the tool to predict the scope of a generic SPC facility based on the capacity input entered by the user. The user may also modify any of the default choices to customize the operation and services of the SPC to fit unique specific project requirements.

The user should have basic familiarity with the use of spreadsheets. The user should know the basic principles of opening and saving files, scrolling around the spreadsheet and moving between cells, copying and deleting information, and printing documents. A Main Menu has been provided to assist with the use of this tool. At the upper left corner of each form, a “Main Menu” button will bring the user back to the menu.

Basic procedures that should always be performed include:

1. Before using this tool, confirm with Headquarters Facilities Engineering that you have the most current version of the tool.
2. Copy the ProtoSPC.xls spreadsheet from the CD onto an accessible computer hard-drive or server location.
3. Rename the ProtoSPC.xls spreadsheet file to a new name. It is best to include a date as part of the name, such as “ElCentroSPCPhase1March2000.xls”.
4. Using Windows Explorer, click on the file and use the menu “file/properties” and verify that the “Read Only” attribute is not checked.
5. If the file does not open to the Main Menu, click on the “Main Menu” button in the upper left corner of the form in view to go to the Main Menu.

The user may modify the output results of the spreadsheet through three methods. The first method is to change the input selections, including the overall number of detainees to be housed, and the individual service and operational choices contained in the tool. The second method of overriding the results may be performed on the staff worksheet and individual component space calculation worksheets. Manual override fields have been provided that allow the user to change the number of staff, the size of the space, and the number of the spaces calculated by the system. To delete a space, enter a “-1”, which instructs the system to blank out that line. Additional “Blank” lines have been left to allow the user to enter undefined spaces. The third method for overriding the results is to export the result to a separate spreadsheet, and manually change that worksheet.

**System Requirements.** This is a very large and complex Excel Workbook with many drop-down menus. Systems with slower clock speeds or lower RAM capacities may experience unsatisfactory performance. For slower systems, the user may go from “Tools/Options/Calculation” to “Manual”. This allows the system to be recalculated after all

the selections have been made, rather than after each selection, saving considerable time for slow systems. If the system is set to “manual”, it is important to remember to recalculate after changing the selections. Also, many systems may receive a message “Not enough system resources to display completely”. The system will calculate the results, though it may not show the selected choice at first. If saved and closed, then reopened, the selected choice will show as intended.

## Spreadsheet Organization

The Spreadsheet is organized into three main sections, including input sheets, calculation sheets for staff and the individual functional components of the SPC, and report sheets. Specific sheets include:

**Instructions:** Basic and advanced instructions on the use of the ProtoSPC tool.

**General Information Input:** Basic selections on the development of the SPC, including location, professional services to be used, and toilet and plumbing standard ratios to be used.

**Population Work Form:** Input for the type and quantity of detainees to be housed in the facility.

**Space Standards:** Input for the standard area to be used for typical space types.

**Service Information:** Basic selections for how each service will be delivered.

**Lists:** The pre-defined selections for the drop down menus throughout the spreadsheet.

**Staffing Information:** Detailed list of staff positions, the shift and days they are on duty, and the resulting shift relief factor applied to the position. The calculations to determine the number of staff required in the facility are performed on this sheet. This sheet has blank lines for adding specific unique positions that have not been pre-determined by the spreadsheet.

**Summary Report:** The overall capacity, staffing level, area, and cost anticipated for the facility based on the current inputs to the ProtoSPC tool.

**Space List Report:** Separate English and Metric versions of a space report have been included. This report filters out any unused spaces and displays the individual line item results of the space prediction system.

**Cost Summary:** Applies cost factors to the space prediction, producing a probable cost for development of the facility.

**Department Summary:** Staff levels, key room counts, capacity, building area, and area per occupant are summarized on this report.

**Staff Summary:** The total staff predicted for each department/component is summarized on this sheet.

**Lease Evaluation:** For facilities that may be developed by private developers and leased back to the INS, this sheet performs an amortization of the development costs and adds other lease and operating costs to predict lease payments.

**Print Commands:** The menu contains print commands for producing all the reports in either English or Metric measurements.

**Housing Calculation and Input Sheets:** The left side of the pair of buttons access the sheets that contain the space calculations for individual housing types. The right side of the pair of buttons access the input choices for each housing type.

**Component Calculation and Input Sheets:** The left side of the pair of buttons access the sheets that contain the space calculations for the individual departments and service components of the SPC. The right side of the pair of buttons access the input choices for each department or service component.

## Simple Step-by-Step Instructions

The following are simple step-by-step procedures for using the ProtoSPC.xls spreadsheet tool. This allows a quick determination of project scope based on generic operation and service configurations. Most of the menus can be left at their default settings.

1. From the Main Menu, click on the **General Information Input** button to go to the General Information form. Two items should be verified or adjusted on this form. A) For facility location, choose the closest city on the list. The cities are listed by state order, then by city within the state. B) Check the “Site Selection” box if assistance is required to identify possible sites for the facility. If the site is owned, previously identified, or if the project is an expansion, this box should be not checked. Click on the “Main Menu” button in the upper left corner to return to the Main Menu.
2. From the Main Menu, click on the **Population Work Form**. There are two items that must be changed for each project. A) Enter the Total Population. Note that the resulting population shown on the Summary Report form will vary from the target entered here because of supervision rounding. The system always rounds up, so the user should go back and forth between the Population Work Form and the Summary Report until a desired number of beds is shown on the Summary Report. (As an alternative, open a second window and set one window on the “Population Work Form” sheet tab on the bottom of the window, and set the other window on the “Project Summary” tab.) The Excel feature “Tool/Goal Seek” can also be used to produce a desired outcome, though because of rounding, specific numbers are not always achievable. B) Verify the % Population for each population group. Note that these can total to more than 100%, though the groups checked “Rated Beds” should only total to 100%. All un-rated beds, such as infirmary, disciplinary or medical segregation should be above the 100% total. Un-rated beds are not included in the population total shown on the Summary Report. Click on the “Main Menu” button in the upper left corner to return to the Main Menu.
3. If existing buildings will be reused, from the Main Menu, click on the **Department Summary** button. Scroll to the right until the Existing Space Reuse column appears. Enter the space in square feet that will be reused. Click on the “Main Menu” button in the upper left corner to return to the Main Menu.

4. From the Main Menu, click on the **Staffing Information** Button. The user should review the list of positions and the quantity of positions, as well as the shift relief used for each position. A) The list of positions is the left-most column. Blank cells (with white backgrounds and bold black borders) have been added for additional positions within each component. Any new position titles entered in these boxes will be displayed on the space lists as well. B) The user can change the output position quantity for each position in the “Manual Over-Ride” column. Enter the number of positions desired, or enter “-1” to delete the position. The number of positions drives the space accommodations provided for that position title. The number of positions is multiplied by the shift relief factor to determine the total number of staff for each position. C) Modify the shift relief factor for the position. Shift relief is determined by the number of shifts the position must remain open, if the position must remain open when the primary detailed staff is on sick leave or vacation, and if the position must remain open on weekends as well. The codes for the shifts include “B” = “Business Shift Only”, “Two” = “First and Second Shift”, and “Three” = “24 hour a day operation”. Click on the “Main Menu” button in the upper left corner to return to the Main Menu. An “R” entered for sick and holiday indicates that the position must be relieved. M-F indicates the position is on duty during the week, “S”, indicates the position is on duty on one weekend day (either in addition to the week or by its self), and an “SS” indicates that the position is on duty both weekend days (either in addition to the week or by themselves). Click on the “Main Menu” button in the upper left corner to return to the Main Menu.
5. From the Main Menu, click **Housing 1**. This form provides a list of all the spaces that may occur for Population Group 1. It has three parts. The first part addresses areas to be included in the housing pod. The second part addresses areas to be included in the housing cluster. The third part allows adjustment of the number of pods in each cluster. Review four categories of items on this form. A) Review the list of spaces. Blank spaces are provided for any unique spaces required that are not included on the form. B) Review the Room Unit Area for each space. This is expressed in square feet. To adjust the area, enter a new area in the Manual Unit Area column. To delete an area, enter “-1” in the Manual Unit Area column. C) Review the Room Quantity for each room type. To change the quantity, enter a new quantity in the Manual Room Qty column. To delete an area, enter “-1” in the Manual Room Qty column. Click on the “Main Menu” button in the upper left corner to return to the Main Menu. Repeat for each population group by clicking on Housing 2 through Housing 16.
6. On the Main Menu, there is a button for each of the **26 service components** of the SPC. From the Main Menu, click on Public Spaces. This form provides a list of spaces that may occur in this component. There are three categories of information that need to be reviewed for each component. A) Review the list of spaces. Blank spaces are provided for any unique spaces required that are not included on the form. B) Review the Room Unit Area for each space. This is expressed in square feet. To adjust the area, enter a new area in the Manual Unit Area column. To delete an area, enter “-1” in the Manual Unit Area column. C) Review the Room Quantity for each room type. To change the quantity, enter a new quantity in the Manual Room Quantity column. To delete an area, enter “-1” in the Manual Room Quantity column. Click on the “Main Menu” button in the upper left corner to return to the Main Menu. Repeat for each service component from SPC Administration to Parking.
7. From the Main Menu, click on **Summary Report**. This report provides a quick overview of the capacity, area and cost outputs of the system based on the selections made. This form

can be printed using the “file/print” commands of Excel. Click on the “Main Menu” button in the upper left corner to return to the Main Menu.

8. From the Main Menu, click on the **Space List Report** (for English or Metric). To view the list of spaces based on the input, refilter column “J” by opening up the drop down (the blue arrow) and select “1”. This report may be printed using the Excel “File/Print” commands. Click on the “Main Menu” button in the upper left corner to return to the Main Menu. These space lists can also be copied to other Excel workbooks to allow for more individual customization of the program. If copied, new formulas should be inserted to sum the areas per component and for the facility as a whole.
9. **Printed Reports** can automatically be generated by the tool. From the Main Menu, English or Metric packages may be printed by clicking the appropriate print buttons. Note that this will utilize the default printer settings of your Windows program. The default settings should be set to portrait letter sheet size for your printer.

This provides an overview of the issues that should be addressed for programming generic Service Processing Center facilities.

## Detailed Instructions

The following instructions provide guidance on adjusting the operation and service default selections provided in this tool.

1. **Population Information.** This form consolidates the menu choices for the different Population Types. Experienced users may find it more useful than going to the input forms for each Housing type. The number of menu categories or output information extends 48 columns to the right.
2. **General Information.** A) Facility location – choose the closest city. The cities are listed by state, then by city. B) Average Length of Stay is expressed in days. Enter a known number if different than 14. C) USMS Prisoners – Check if they will be housed as part of the population. D) Site Density Ratio – This should be changed to higher numbers if the facility will be in an urban setting. This ratio drives the total amount of site required. E) Site Selection Services will trigger professional fees for assistance in selecting alternative sites for the facility. This should not be checked if the INS owns the site already, has previously identified the site, or if the project is an expansion project. F) Construction Management Services – triggers fees for construction management services and normally this is checked. If the project will not use outside contractors for construction management services, this should not be checked. G) Programming Services – triggers fees for programming services and should normally be checked, but left unchecked if programming is performed by INS internal staff. H) Emergency Generator – activates cost and allowances for an emergency generator. It should normally be checked unless the SPC will be developed as part of a larger campus that has an onsite emergency generator capacity to handle the entire SPC facility. I) Plumbing fixture rations – these provide area allowances for detainee plumbing fixtures. They are based on current ACA requirements and should only be modified if different standards or codes are used on the project if the ACA amends their standards.
3. **Population Work Form.** A) Enter the Total Population. Note that the resulting population shown on the Summary Report form will vary from the target entered here because of

supervision rounding. The system always rounds up, so the user should go back and forth between the Population Work Form and the Summary Report until a desired number of beds is shown on the Summary Report. The Excel feature “Tool / Goal Seek” can also be used to produce a desired outcome, though because of rounding, specific numbers are not always achievable. B) Enter the % of prisoners that are INS, versus other jurisdictions who may share the facility, such as USMS, BOP or others. This number would allow the total size of the facility to be determined while reducing the load on EOIR, Deportation and other specific INS D & D functions. C) Enter or change the name of Population Group Types. Note that the tool allows up to 16 different types of populations. E) Sex - Note the gender for each population type. This will trigger the special housing criteria related to each sex. F) Verify the % Population for each population group. Note that these can total to more than 100%, though the groups checked “Rated Beds” should only total to 100%. All un-rated beds, such as infirmary, disciplinary, or medical segregation should be above the 100% total. Un-rated beds are not included in the population total shown on the Summary Report. G) Adjust the Housing Direct Custody Ratio for each Population Type. This ratio is the number of detainees supervised by one security staff in one location. It determines the maximum number of beds that can be grouped together to form a housing pod or dorm. In general, these should be divisible by even numbers of 8, 16 or larger. H) Adjust the housing Unit Management Ratio for each population type. This ratio will drive the maximum number of beds grouped together to form Housing Clusters. In general, these should be divisible by the housing direct supervision ratio (e.g. 96/24, or 512/64). I) Unit Assignment of Sub-Unit Quantities. These drop down menus provide an assignment for each Population Type of groups that are insufficient in size to warrant creation of their own housing pod or cluster with another population type. For instance, if there is an insufficient number of segregation detainees to warrant creation of a separately supervised segregation housing cluster, the segregation housing pods can be collocated in the high-risk clusters. J) Rated Beds should be checked for all Population Types that are permanent bed assignments for detainees in the facility. Non-rated beds include beds that are assigned temporarily, such as disciplinary segregation, health care segregation or infirmary beds where another bed must be maintained for the detainee. K) Unit Management – this should be checked if the facility will utilize unit management at the housing cluster level. It triggers office space in the housing cluster for the unit manager and counselors.

4. **Space Standards.** This sheet contains a list of the unit areas, expressed in square meters and square feet, that are allowed for typical spaces within the facility. The allowances for fixed sized rooms, such as offices or cells, have been reviewed by the steering committee and should only be adjusted after consultation with Facilities and Engineering. For rooms of variable size, such as waiting, conference, or storage, the area per occupant or piece of equipment is provided. These can be changed to globally adjust the area through all the components where the space exists.
5. **Service Information Input.** This form consolidates all of the menus for the service delivery of various service types. (This form extends vertically.)
6. **Lists.** This form contains all of the predefined choices displayed on the various menu selections throughout this tool. Great care should be taken in adjusting any list, because the tools’ logic is dependent on the explicit description and ordinal placement of the choices.
7. **Staffing Information.** A) The list of positions is the left-most column. Blank cells (with white backgrounds and bold black borders) have been added for additional positions within each component. Any new position titles entered in these boxes will be displayed on the

space lists as well. B) The user can change output position quantity for each position in the “Manual Over-Ride” column. Enter the number of positions desired, or enter “-1” to delete the position. The number of positions drives the space accommodations provided for that position title. The number of positions is multiplied by the shift relief factor to determine the total number of staff for each position. C) Modify the shift relief factor for the position. Shift relief is determined by the number of shifts the position must remain open, if the position must remain open when the primary detailed staff is on sick leave or vacation, and if the position must remain open on weekend days as well. The codes for the shifts include “B” = “Business Shift Only”, “Two” = “First and Second Shift”, and “Three” = “24 hour a day operation”. Click on the “Main Menu” button in the upper left corner to return to the Main Menu. An “R” entered for sick and holiday indicates that the position must be relieved. “M-F” indicates that the position is on duty during the week, “S”, indicates the position is on duty on one weekend day (either in addition to the week or by its self), and an “SS” indicates that the position is on duty both weekend days (either in addition to the week or by themselves). D) For housing based positions, scroll down to line 202. Six positions have been identified for housing. The table allows input for the staff per shift per housing area for each position. The number of staff should be entered, including any staff that split their time with other housing areas or other duties, entered as a fraction of a position.

8. **Input (for each Housing type).** The Housing Input forms are identical for each Housing type. They provide a consolidated location for reviewing the menu choices relating to each specific population group. The top part shows information from the “Population Work Form” or results of the individual Housing Space List form for each population type. The top part may not be modified. To modify any of this information, return to the Main Menu and select the Population Work Form. The menu items on the bottom part are also displayed on the Population Information Form, though that form is more difficult to understand. To change any of the selections on the bottom part of the form, click on the drop down menu and click on the selected choices. The following describes the choices in each menu, going from left to right down the menu items. A) Unit Assignment of Sub-Unit Quantities. This drop down menu provides an assignment for each Population Type of groups that are insufficient in size to warrant creation of their own housing pod or cluster with another population type. For instance, if there is an insufficient number of segregation detainees to warrant creation of a separately supervised segregation-housing cluster, the segregation housing pods can be collocated in the high-risk clusters. B) Housing types allow selection between cell, dorm or residence housing types. C) Cell occupant quantity allows adjustment for single or multiple occupancy of cells when cell-housing type is selected. D) Lock down add-on provides additional area within the cell required for lock down of detainees within the cell for more than 10 hours a day. E) Rated Beds should be checked for all Population Types that are permanent bed assignments for detainees in the facility. Non-rated beds include beds that are assigned temporarily, such as disciplinary segregation, health care segregation, or infirmary beds where another bed must be maintained for the detainee. F) Visual Supervision add-in provides additional space in the day room necessary to achieve more direct views to the cell fronts for visual supervision. G) Direct Supervision primary custody post allows selection between an open or enclosed supervision post at the housing pod. H) Unit Management should be checked if the facility will utilize unit management at the housing cluster level. This triggers office space in the housing cluster for the unit manager and counselors. I) Dining allows selection of where each population group will dine. If “dayroom” or “cell” is selected, the system adds additional area and serving features at the housing area for food service. J) Visiting allows selection of where and what type of visiting will be allowed for each population group. K)

Personal nourishment snack center provides additional food for juveniles, infirmity, or other special housing areas where individuals with high calorie or special diet requirements may be kept. L) % @ Dayroom allows adjustment of the total housing population expected to use the dayroom at any given time. The area standard is then applied to the fraction of the housing group to determine the dayroom size. M) Personal Property Storage allows selection of where detainees personal property will be stored. If at the housing area, a personal property storage room will be provided. N) Recreation allows selection of where this population group should receive recreation. O) Laundry allows selection of where this population group will exchange laundry and if the group should have personal laundry facilities at the housing area (recommended for female detainees). P) Indoor Recreation Hours per Detainee allows input of the minimum recreation time to be provided during inclement weather for this population group. Q) Commissary allows selection of where this population group would receive commissary services. R) Programs allow selection if and where this population group will receive program services. S) Hair Care provides selection of where this population group will receive hair care. T) Target Participation Level provides input of the percent of the housing population that participates in programs. U) Library provides selection of where this population group receives library services. V) Sick Call provides selection of where this population group will be given sick call exam. W) Nursing Support allows selection of the level of nursing support this population group receives. Full time care will require nursing areas and staff at the housing pod. Intermittent care provides service by a nurse located in the housing cluster. On-Call provides nursing care from nurses located in the medical clinic. X) Medical Exam provides selection of where this population will be given routine medical exams by physicians. Y) Physician Support allows selection of the level of physician care for this population group. Full time care will require physician areas and staff at the housing pod. Intermittent care provides service by a physician located in the housing cluster. On-Call provides physician care from physicians located in the medical clinic. Z) % of Population Using Health Care Services allows input into the use rate by the population of the health care services. AA) Mental Health Care Support allows selection of the level of care for this population group. Full time care will require health care areas and staff at the housing pod. Intermittent care provides service by a professional located in the housing cluster. On-Call provides professional care from a psychiatrist/psychologist located in the medical clinic. BB) Mental Health Group Counseling allows for selection of where a population group should receive group mental health counseling if required. It triggers addition of group counseling space at the appropriate location. CC) Mental Health Individual Counseling allows for selection of where a population group should receive individual mental health counseling if required. It triggers addition of individual counseling space at the appropriate location.

9. **Public Spaces Input Form.** Choices can be changed from default for the type of lockers to be provided for the public, the type of security screening equipment at the public entrance, and where reception is provided for Visiting and EOIR Court. Detainee visitor reception and attendees at EOIR court proceedings can be received at the public lobby, or separately at each of the components.
10. **Input Forms for SPC Administration, Deportation, APSO, Physical Plant and Parking** display output information only and have no selection menus in this version of the ProtoSPC.xls tool.
11. **INS Court Attorneys Input Form** has a selection for separate legal information terminals at each attorney's desk, or a common reference terminal used by the entire legal staff.

12. **EOIR Input Form** has selections for where public reception and court holdings are performed. The public reception operates the same menu as the Public Spaces Input Form. The Holding Location menu allows holding either centrally with other components requiring group holding, or separately with the court functions.
13. **Central Visiting Input Form.** This form includes selection for the following. A) Visitor reception, that is tied to the menu for visitor reception in the Public Spaces Input Form. B) Visiting Hours per Detainee per month. C) Visiting Utilization that allows adjustment for the average number of booths that will be in use at any given time during scheduled hours. Note that this should normally be set somewhere between 25% and 40%. D) Visiting Holding Location that allows selection of combining holding with other holding requirements such as EOIR or maintaining separate holding in the visiting area for detainees waiting for and returning from a visit. E) Population Group Visiting Service Delivery that allows selection of where (housing/central) and what type (contact/non-contact) each population group receives for visiting. Note that these menus are tied to the menus on the housing input forms.
14. **Central Holding Input Form.** This form allows selection of where EOIR Court and Visiting holding will be done. They can be held centrally or at each of the components. Note that these menus are tied to the same menus in EOIR Input and Visiting Input. This form also contains maximum and minimum holding cell size ranges for group holding.
15. **Staff Service and Training Input Form.** This form has the following menus. A) A toggle to allow muster and training to share a room. B) The percent of the staff that are anticipated to be female. C) The locker utilization for how many of the lockers should be in use to allow for flexibility of assignment. D) The locker type provided to the staff. E) The percent of the staff that are anticipated to be new hires in any given year. This impacts the training workload because new hires have higher training needs. F) The percent of the staff that are expected to receive Bus driver and SWAT training in any given year. G) The percent of the total training time for each training officer spent in coordinating, preparing, and other tasks other than classroom/training session time. H) If exercise facilities are provided on site at the SPC or off site at other government or private exercise facilities. H) The number of hours per year of training required for each staff member of the various types of training. I) The average class size for each type of training. J) The number of schedulable hours for each classroom each year. This has been set to one shift of time. If evening and weekend hours will be common, then the number of hours per year can be increased. K) The classroom utilization. This should be set below 75% and preferably around 40-45% to give scheduling flexibility. L) Checkboxes for the types of training provided on site versus off site.
16. **Detention Administration Input Form.** This form allows selection of the following menus. A) Where the lock shop will be located. B) If an Armory will be provided. C) If a SWAT Ready Room will be provided. D) Where disciplinary hearings will be held. E) If contract security guard services will be used. F) If separate staff will be assigned to handle classification or if the Unit Management staff will classify by committee. G) If separate Mail x-ray inspection equipment will be provided in addition to the x-ray inspection provided in the Public Areas. H) Where social counseling and classification will be provided for each population group. Note that these menus are tied into the Housing Input Form menu on Social Counseling and Classification.
17. **Processing Input Forms.** There are two separate input forms for processing. The first form contains input for/if direct street arrest will be processed, if detox and substance abuse

will be required for these direct street arrest, other screening, processing, and hearing procedures to be performed at processing, and where detainee uniforms will be stored for issuance. It allows selection of separate intake, release, and transfer processing areas. Default workload inputs can be changed including processing hours, intake rate, peak rate, processing time per detainee, and total holding time in processing per detainee. Menus also allow determination of where personal property will be held for each population group. These are tied to the personal property menu on each housing form. The second processing input form contains holding distribution and capacity selections, as well as workload parameters for processing counters.

18. **Health Services Input Form.** There are two separate input forms for health services. The first form provides selection of where and what type of medical services will be provided on site. It also contains workload parameters for staff productivity, record storage, technology machine output, scheduling, and holding. The second medical input form consolidates the medical menus from each housing input form for medical use rate, sick call location, medical exam location, nursing support, physician support, mental health professional support, mental health group counseling need and location, and mental health individual counseling need and location. Note that these menus are tied to the menus on the housing input forms.
19. **Food Service Input Form.** This input form allows selection of the service delivery for central, housing, and cell, and the type of food preparation operation, and any off site service provided by the institution.
20. **Dining Input Form.** The menus for the location of each population's dining from the housing input forms are consolidated on this form. Also, selections for the scheduling of dining are on this form.
21. **Chaplaincy.** This form allows selection of dedicated space for religious service and staff. Otherwise religious services are held in program multiple use space.
22. **Recreation Input Form.** Selections for target participation and scheduling of recreation are included on this form. Also menu selections for each population's recreation privileges are consolidated on this form.
23. **Library Input Form.** Selections for combining training, legal, and recreational library resources are provided on this form, as well as consolidation of library privilege selections for each population type from the housing input forms.
24. **Central Programs Input Forms.** This component has two separate input forms. The first form provides input on the distribution of detainee program time between programs, the group size, program schedule, teacher and classroom utilization, and amount of time spent in a shop versus classroom environment. The second form consolidates program-related menus from the housing input forms for each population, including program location and participation levels. These are tied to the menus on the housing input forms.
25. **Hair Care Input Form.** It consolidates menus from the housing input forms for each population.
26. **Commissary Input Form.** This form consolidates menus from the housing input forms for each population, as well as selection where commissary storage will be provided. It allows identification of any population groups provided commissary services off site.

27. **Laundry Input Form.** It allows selection of the type of laundry operation, workload parameters, any off site populations served, and consolidates menus from the housing input forms for each population.
28. **Warehouse Input Forms.** Selections for the centralization of receiving and storage for office supplies, cleaning supplies, maintenance supplies, laundry, commissary, and food items are provided on this form, and in addition, the form consolidates menus from the housing input forms for each population.
29. **Maintenance Input Forms.** This form provides input for the area supported by each maintenance mechanic.

## Example Space List Output

This chapter contains a comprehensive list of spaces for 400 bed, 1,000 bed and 1,600 bed facilities. Each summary table lists the gross square meters (square feet) for every component and the total gross square meters (square footage) for the building. Outside areas that require secure enclosures or site development are listed though not included as part of the total building area. The final figure lists the total building area per detainee.

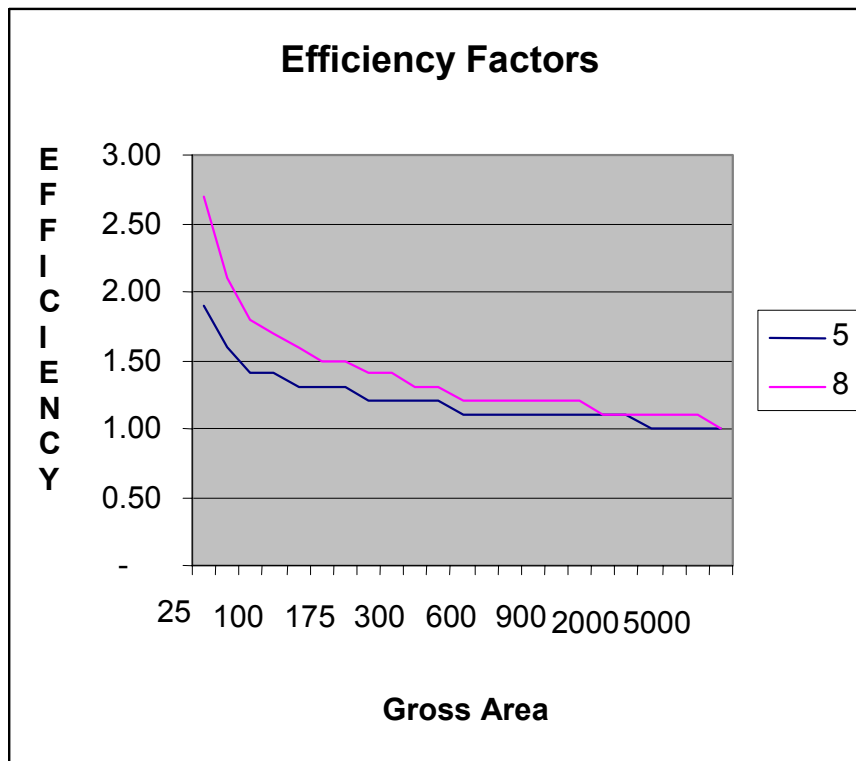
The individual component space list identifies each individual room type, lists the unit area required for each separate room, the quantity of each room type required, and the total net square meter (square feet) for each room type as a product of the unit area and the quantity of rooms. The total net area summing the net areas for each individual room type is provided at the bottom of each list. The total net Square meters (square feet) is multiplied by an efficiency factor to determine the total building gross area required for that component

The unit area listed for each room type is the actual free floor space required to accommodate the function of the room. The efficiency factor provides additional area to account for partitions, circulation, structural projections, and planning efficiency.

## Efficiency Factors

The ProtoSPC tool calculates efficiency factors based on the size of the rooms comprising a component and the width of the aisle in the component. The efficiency factor provides the planning with the additional area required for aisles, chases, walls, and lost space due to room and building shell geometry. Note that columns are normally included as part of the room area.

The following chart shows the relationship between room size and the efficiency factors for 5 foot and 8 foot aisles.



**Figure 41.1 Correlation of Room Size with Efficiency Factor**

## Example 400 Bed SPC Facility Space List

**Table 41.1 Department Summary, Example 400 Bed SPC Facility**

DEPARTMENT / COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Group 1	High Risk Male	54	1,586	17,077
Group 3	Med. Risk Male	92		
	Seg. Male	20		
Total Group 3		112	2,125	22,872
Group 4	High Risk Female	8		
	Med. Risk Female	18		
	Seg. Female	8		
Total Group 4		34	1,005	10,816
Group 5	Low Risk Male	150	2,134	22,966
Group 6	Low Risk Female	36	651	7,008
Group 9	Family/Juvenile, Female	14	397	4,274
Group 16	Infirmery	8	403	4,337
Public Entrance / Lobby			171	1,843
SPC Administration			373	4,018
Deportation			206	2,223
INS Court Attorneys			124	1,332
APSO Team			43	468
EOIR Court			593	6,380
Staff Services & Training			181	1,950
Detention Administration			269	2,895
Processing			457	4,922
Health Services			418	4,497
Food Service			597	6,425
Dining			435	4,678
Central Visiting / Holding			399	4,292
Programs			466	5,012
Chaplaincy			17	186
Recreation			474	5,099
Library			226	2,434
Law Library			79	855
Hair Care / Hygiene			33	361

DEPARTMENT / COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Commissary			58	624
Laundry			228	2,460
Warehouse / Central Receiving			548	5,900
Maintenance			438	4,717
Physical Plant			1,219	13,126

**Table 41.2 Detailed Example 400 Bed SPC Facility**

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 1 - HIGH RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	1	7.4	17	125.8			
	Cell ADA	1	9.3	1	9.3			
	Detainee Toilet	2	4.6	1	4.6			
	Shower	2	3.7	1	3.7			
	Dayspace	9	29.3	1	29.3			
	Visual Supervision Add-In	18	25.1	1	25.1			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	18	16.7	1	16.7			
	Laundry Storage	18	3.3	1	3.3			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Meeting Room	6	13.9	1	13.9			
	<b>Area Per Pod</b>				<b>265.6</b>	<b>1.688253</b>	<b>448.4</b>	<b>4,827</b>
	Beds Per Pod			18				
<b>Cluster Core</b>								
	Secure Post	-	20.4	1	20.4			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Recreation Yard	-	139.4	3				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Exam Room	-	13.0	1	13.0			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	72.6	1	72.6			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area per Cluster Core</b>				<b>163</b>	<b>1.479755</b>	<b>241.2</b>	<b>2,596</b>
<b>GROUP 1 TOTALS</b>								
	Total Pods			3			1,345.2	14,480
	Total Beds			54				
	Total Clusters			1			241.2	2,596
	Total Building Area in Unit						1,586.4	17,077
<b>GROUP 3 - MEDIUM RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	20	148.0			
	Cell ADA	2	9.3	3	27.9			
	Detainee Toilet	3	7.0	1	7.0			
	Shower	4	7.4	1	7.4			
	Dayspace	32	104.7	1	104.7			
	Visual Supervision Add-In	46	64.1	1	64.1			
	Food Service Area	2	26.0	1	26.0			
	Housing Dining	46	42.7	1	42.7			
	Laundry Storage	46	8.5	1	8.5			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>453.5</b>	<b>1.4831312</b>	<b>672.6</b>	<b>7,240</b>
	Beds Per Pod			46				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	2	7.4			
	Unit Classification Staff	-	7.4	2	7.4			
	Recreation Yard	-	139.4	5				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	112	31.2	1	31.2			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	77.3	1	77.3			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area per Cluster Core</b>				<b>217.6</b>	<b>1.5611213</b>	<b>339.7</b>	<b>3,657</b>
<b>GROUP 3 TOTALS</b>								
	Total Pod, Medium Risk Male	46		2	672.6		1,345.1	14,479
	Total Pod, Segregation Male	10		2	220.0		440.0	4,736
	Total Pods			4			1,785.1	19,215
	Total Beds			112				
	Total Clusters			1			339.7	3,657
	Total Building Area in Unit						2,124.8	22,872
<b>GROUP 4 - MEDIUM RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	8	59.2			
	Cell ADA	2	9.3	1	9.3			
	Detainee Toilet	3	7.0	1	7.0			
	Shower	2	3.7	1	3.7			
	Dayspace	13	41.0	1	41.0			
	Visual Supervision Add-In	18	25.1	1	25.1			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	18	16.7	1	16.7			
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	18	3.3	1	3.3			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>200.1</b>	<b>1.6476761</b>	<b>329.7</b>	<b>3,549</b>
	Beds Per Pod			18				
	<b>Cluster Core</b>							
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Recreation Yard	-	139.4	2				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	34	9.5	1	9.5			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	24.0	1	24.0			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area per Cluster Core</b>				<b>135.2</b>	<b>1.5968934</b>	<b>215.9</b>	<b>2,324</b>
	<b>GROUP 4 TOTALS</b>							
	Total Pod, High Risk Female	8		1	258.3		258.3	2,780
	Total Pod, Medium Risk Female	18		1	329.7		329.7	3,549
	Total Pod, Segregation Female	8		1	201.0		201.0	2,164
	Total Pods			3			789.0	8,493

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Total Beds			34				
	Total Clusters			1			215.9	2,324
	Total Building Area in Unit						1004.8	10,816
<b>GROUP 5 - LOW RISK, MALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	47	218.3	1	218.3			
	Dormitory Bed ADA	3	16.7	1	16.7			
	Detainee Toilet	5	11.6	1	11.6			
	Shower	5	9.3	1	9.3			
	Dayspace	35	113.8	1	113.8			
	Visual Supervision Add-In	50	116.1	1	116.1			
	Snack Counter	2	7.4	1	7.4			
	Laundry Storage	50	9.3	1	9.3			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>519.7</b>	<b>1.187993</b>	<b>617.4</b>	<b>6,646</b>
	Beds Per Pod			50				
<b>Cluster Core</b>								
	Secure Post	-	1.0	1	1.0			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	2	14.8			
	Unit Classification Staff	-	7.4	2	14.8			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	98.5	1	98.5			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area per Core Cluster</b>				<b>181.5</b>	<b>1.5498622</b>	<b>281.3</b>	<b>3,028</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 5 TOTALS</b>								
	Total Pods			3			1,852.2	19,938
	Total Beds			150				
	Total Clusters			1			281.3	3,028
	Total Building Area in Unit						2,133.5	22,966
<b>GROUP 6 - LOW RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	34	157.9	1	157.9			
	Dormitory Bed ADA	2	11.1	1	11.1			
	Detainee Toilet	5	11.6	1	11.6			
	Shower	3	5.6	1	5.6			
	Dayspace	25	81.9	1	81.9			
	Visual Supervision Add-In	36	83.6	1	83.6			
	Snack Counter	2	7.4	1	7.4			
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	36	6.7	1	6.7			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>387.6</b>	<b>1.2649638</b>	<b>490.3</b>	<b>5,278</b>
	Beds Per Pod			36				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	29.1	1	29.1			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Electrical Closet	-	7.4	1	7.4			
	<b>Area per Cluster Core</b>				<b>100.1</b>	<b>1.6063936</b>	<b>160.8</b>	<b>1,731</b>
<b>GROUP 6 TOTALS</b>								
	Total Pods			1			490.3	5,278
	Total Beds			36				
	Total Clusters			1			160.8	1,731
	Total Building Area in Unit						651.0	7,008
<b>GROUP 9 – FAMILY/JUVENILE, FEMALE</b>								
<b>Housing Pod</b>								
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Residence Beds	2	7.0	7	49.0			
	Residence Toilets	3	7.0	1	7.0			
	Residence Shower	2	3.7	1	3.7			
	Residence Dayspace	14	45.5	1	45.5			
	Food Service Area	1	13.0	1	13.0			
	Residence Dining	14	13.0	1	13.0			
	Residence Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	2	0.4	1	0.4			
	Residence Janitor Closet	-	3.7	1	3.7			
	<b>Area Per Pod</b>				<b>153.4</b>	<b>1.6205997</b>	<b>248.6</b>	<b>2,676</b>
	Beds Per Pod			14				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	18.0	1	18.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area per Core Cluster</b>				<b>89.0</b>	<b>1.6685393</b>	<b>148.5</b>	<b>1,598</b>
<b>GROUP 9 TOTALS</b>								
	Total Pods			1			248.6	2,676
	Total Beds			14				
	Total Clusters			1			148.5	1,598
	Total Building Area in Unit						397.1	4,274
<b>GROUP 16 - INFIRMARY, 0</b>								
<b>Housing Pod</b>								
	Cell ADA	1	9.3	8	74.4			
	Detainee Toilet	1	2.3	1	2.3			
	Shower	1	1.9	1	1.9			
	Dayspace	2	5.2	1	5.2			
	Visual Supervision Add-In	8	11.1	1	11.1			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	8	7.4	1	7.4			
	Laundry Storage	8	1.5	1	1.5			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Attorney Visiting	1	9.3	1	9.3			
	Nurse Desk Position	-	7.4	1	7.4			
	Medications	1	2.8	1	2.8			
	Clean Supply	2	4.6	1	4.6			
	Soiled Utility	2	4.6	1	4.6			
	<b>Area Per Pod</b>				<b>166.4</b>	<b>1.7950721</b>	<b>298.7</b>	<b>3,215</b>
	Beds Per Pod			8				
<b>Cluster Core</b>								
	Secure Post	-	13.0	1	13.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	-	4.2	1	4.2			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	17.3	1	17.3			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area per Core Cluster</b>				<b>64.2</b>	<b>1.6230529</b>	<b>104.2</b>	<b>1,122</b>
<b>GROUP 16 TOTALS</b>								
	Total Pods			1			298.7	3,215
	Total Beds			8				
	Total Clusters			1			104.2	1,122
	Total Building Area in Unit						402.9	4,337
<b>PUBLIC AREAS</b>								
	Vestibule	0	5.6	1	5.6			
	Visitor Check In	2	7.4	1	7.4			
	Visitor Waiting	22	40.9	1	40.9			
	Visitor Property Lockers	54	8.8	1	8.8			
	Visitor Security Check	1	14.1	1	14.1			
	Public Toilet	4	22.3	2	44.6			
	Vending	3	7.0	1	7.0			
	<b>Total Dept. Area</b>				<b>128.4</b>	<b>1.3333333</b>	<b>171.2</b>	<b>1,843</b>
<b>SPC ADMINISTRATION</b>								
	Facility Administrator	0	18.6	1	18.6			
	Admin. Officer / Secretary	0	13.9	1	13.9			
	Asst. Facility Administrator	0	13.9	1	13.9			
	Administrative Officer	0	11.1	1	11.1			
	Dir. Operations Support	0	13.9	1	13.9			
	Fiscal Clerk	0	6.0	1	6.0			
	Personnel	0	11.1	1	11.1			
	ADP Specialist	0	11.1	1	11.1			
	Program Analyst	0	11.1	1	11.1			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Student Aides	0	6.0	3	18.0			
	Management Analyst	0	11.1	1	11.1			
	Contracting Officer	0	11.1	1	11.1			
	Contracting Secretary	0	6.0	1	6.0			
	Accreditation / Disciplinary Officer	0	11.1	1	11.1			
	Conference	20	40.9	1	40.9			
	Records / Files	5	5.6	1	5.6			
	Shared Computer Workstation	2	6.5	1	6.5			
	Storage	8	8.9	1	8.9			
	Copier/FAX/Shredder/Supply	3	11.1	1	11.1			
	ADP Support Room	2	18.6	1	18.6			
	Computer Room	5	27.9	1	27.9			
	<b>Total Dept. Area</b>				<b>287.5</b>	<b>1.2984347</b>	<b>373.3</b>	<b>4,018</b>
<b>DEPORTATION</b>								
	Deportation Supervisor	0	13.9	1	13.9			
	Intelligence Officer	0	11.1	1	11.1			
	Travel Clerk	0	6.0	1	6.0			
	Officer	0	11.1	4	44.4			
	Clerk	0	6.0	4	24.0			
	Deportation Officer	0	11.1	3	33.3			
	Records / Files	10	11.1	1	11.1			
	Shared Computer Workstation	1	3.3	1	3.3			
	Storage	4	4.5	1	4.5			
	<b>Total Dept. Area</b>				<b>151.6</b>	<b>1.3621372</b>	<b>206.5</b>	<b>2,223</b>
<b>INS COURT ATTORNEY</b>								
	INS Attorney Offices	0	11.1	5	55.5			
	Law Clerks	0	7.4	3	22.2			
	Law Library	10	11.1	1	11.1			
	Westlaw Terminals	1	3.3	1	3.3			
	<b>Total Dept. Area</b>				<b>92.1</b>	<b>1.3431053</b>	<b>123.7</b>	<b>1,332</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>APSO TEAM</b>								
	Asylum Officer	0	11.1	3	33.3			
	<b>Total Dept. Area</b>				<b>33.3</b>	<b>1.3063063</b>	<b>43.5</b>	<b>468</b>
<b>EOIR</b>								
	Master Hearing Room	0	83.6	1	83.6			
	Vestibule	0	5.6	1	5.6			
	Hearing Room	0	55.7	2	111.4			
	Vestibule	0	5.6	2	11.2			
	Immigration Judge	0	16.7	3	50.1			
	Paralegal / Clerk	0	6.0	3	18.0			
	Language Specialist	0	6.0	3	18.0			
	Law Clerks	0	11.1	1	11.1			
	Clerks / Students	0	6.0	1	6.0			
	Court Administrator	0	15.8	1	15.8			
	Court Security Officer	0	11.1	3	33.3			
	Case Files	30	33.4	1	33.4			
	Shared Computer Workstation	3	9.8	1	9.8			
	Storage	6	6.7	1	6.7			
	Copier/FAX/Shredder/Supply	1	3.7	1	3.7			
	Break Room	3	7.0	1	7.0			
	Computer Room	1	5.6	1	5.6			
	Pro Bono Attorney	1	11.1	1	11.1			
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	<b>Total Dept. Area</b>				<b>449.3</b>	<b>1.3191631</b>	<b>592.7</b>	<b>6,380</b>
<b>CENTRAL VISITING</b>								
	Visitor Search	1	9.3	1	9.3			
	Non-Contact Visiting	0	3.7	31	114.7			
	Non-Contact ADA Visiting	2	5.6	2	11.2			
	Attorney Visiting	2	18.6	1	18.6			
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Detainee Toilet	0	2.3	2	2.3			
<b>CENTRAL HOLDING</b>								
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	Search Room	0	9.3	1	9.3			
	Hold	36	133.8	1	133.8			
	<b>Total Dept. Area</b>				<b>315.0</b>	<b>1.2657142</b>	<b>398.7</b>	<b>4,292</b>
<b>STAFF SERVICES &amp; TRAINING</b>								
	Muster Room	77	53.1	1	53.1			
	Staff Entrance Vestibule	0	5.6	1	5.6			
	Training Officer	0	11.1	2	22.2			
	Workroom	2	7.4	1	7.4			
	Library Periodicals	1	1.1	1	1.1			
	Library Stacks	2	2.2	1	2.2			
	Staff Break Room	11	25.5	1	25.5			
	Vending Area	3	7.0	1	7.0			
	Exercise Room	16	29.7	1	29.7			
	Male Staff Lockers	43	14.0	1	14.0			
	Male Staff Toilet	3	2.0	1	2.0			
	Male Staff Shower	1	1.9	1	1.9			
	Female Staff Lockers	23	7.5	1	7.5			
	Female Staff Toilet	2	11.1	1	11.1			
	Female Staff Shower	1	1.9	1	1.9			
	<b>Total Dept. Area</b>				<b>192.2</b>	<b>0.9427679</b>	<b>181.2</b>	<b>1,950</b>
<b>DETENTION ADMINISTRATION</b>								
	Sallyport	0	7.4	1	7.4			
	Central Control	2	32.5	1	32.5			
	Officer Toilet	0	4.2	1	4.2			
	Equipment Room	0	13.4	1	13.4			
	Chief Detention Officer	0	13.9	1	13.9			
	Shift Commander	0	13.9	1	13.9			
	SDEO Administrator	0	11.1	1	11.1			
	Clerk	0	13.9	1	13.9			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Contract Security Director	0	6.0	1	6.0			
	Conference	6	12.3	1	12.3			
	Records / Files	5	5.6	1	5.6			
	Shared Computer Workstation	1	3.3	1	3.3			
	Storage	3	3.3	1	3.3			
	Copier/FAX/Shredder/Supply	1	3.7	1	3.7			
	Computer Room	3	16.7	1	16.7			
	Armory	15	16.7	1	16.7			
	SWAT Ready Room	10	11.1	1	11.1			
	Mail Room	7	15.2	1	15.2			
	Key Room	5	5.6	1	5.6			
	<b>Total Dept. Area</b>				<b>209.8</b>	<b>1.2816968</b>	<b>268.9</b>	<b>2,895</b>
<b>PROCESSING</b>								
	Vehicle Sallyport, Bus	1	188.1	1	188.1			
	Sallyport	0	7.4	1	7.4			
	Search Room	0	9.3	1	9.3			
	Large Male Group Holding	36	34.1	1	34.1			
	Small Male Group Holding	8	8.7	2	17.4			
	Segregated Male Holding	1	3.7	4	14.8			
	Small Female Group Holding	8	8.7	2	17.4			
	Juvenile Holding	4	6.1	1	6.4			
	Processing Counter	5	23.2	1	23.2			
	IDENT Counter	3	13.9	1	13.9			
	Supervisor	0	13.9	1	13.9			
	Staff Toilet	0	5.6	1	5.6			
	Transportation Staging	0	7.4	1	7.4			
	Interview	0	7.4	4	29.6			
	Asylum Pre Screening / Interview Room	0	-	1				
	Detainee Uniform Storage	110	3.1	1	3.1			
	Shower / Dressing Area	3	5.6	1	5.6			
	Valuables Storage	362	1.7	1	1.7			
	Storage Personal Property	408	75.8	1	75.8			
	Sallyport Storage	0	2.8	1	2.8			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>481.2</b>	<b>0.9503325</b>	<b>457.3</b>	<b>4,922</b>
	<b>HEALTH SERVICES</b>							
	Group Holding	8	5.2	1	5.2			
	Segregated Holding	1	3.7	1	3.7			
	Detainee Toilet	0	2.3	1	2.3			
	Floor Post	0	7.4	1	7.4			
	Nurse Desk Position	2	14.9	1	14.9			
	Medical Records	24	26.8	1	26.8			
	Medical Health Care Provider	0	13.9	2	27.8			
	Staff Toilet	0	5.6	2	11.2			
	Trauma Room	0	26.0	1	26.0			
	Exam Room	0	13.0	1	13.0			
	Clean Supply	1	2.3	1	2.3			
	Linen Supply	1	2.3	1	2.3			
	Soiled Utility	1	2.3	1	2.3			
	Medical Equipment Storage	1	2.3	1	2.3			
	Conference	6	12.3	1	12.3			
	Lab	2	11.1	1	11.1			
	Radiographic Room	0	25.1	2	50.2			
	Dark Room	0	9.3	1	9.3			
	Film Storage	8	8.9	1	8.9			
	Pharmacy Dispensing Window	1	2.3	1	2.3			
	Pharmacy Processing Counter	1	3.7	1	3.7			
	Storage	2	2.2	1	2.2			
	Refrigerator	1	1.4	1	1.4			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>252.6</b>	<b>1.6539984</b>	<b>417.8</b>	<b>4,497</b>
	<b>FOOD SERVICE</b>							
	Preparation Area	34	63.2	1	63.2			
	Cutting Room	6	11.1	1	11.1			
	Bake Shop	28	52.0	1	52.0			
	Grill / Kettles / Steamer Area	34	63.2	1	63.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Beverage Line	6	11.1	1	11.1			
	Tray Set-Up	1	1.9	1	1.9			
	Food Cart Staging	1	1.9	1	1.9			
	Dishwashing Area	10	18.6	1	18.6			
	Pot / Pan Sanitation	11	20.4	1	20.4			
	Cart and Barrel Wash	3	5.6	1	5.6			
	Soiled Return	7	13.0	1	13.0			
	Trash Disposal Area	6	11.1	1	11.1			
	Detainee Toilet	0	2.3	5	11.5			
	Secure Storage	6	11.1	1	11.1			
	Janitor Closet	0	3.7	1	3.7			
	Service Supervisor	0	7.4	1	7.4			
	Clerk	0	6.0	1	6.0			
	Lockers	5	3.3	1	3.3			
	Staff Toilet	1	5.6	2	11.2			
	Break Room	2	4.6	1	4.6			
	Toxic Storage	4	4.5	1	4.5			
	Short Term Dry Goods	9	10.0	1	10.0			
	Walk-In Refrigerator	46	51.3	1	51.3			
	Walk-In Freezer	34	37.9	1	37.9			
	Long Term Dry Goods	0	-	1				
	Receiving Dock	3	27.9	1	27.9			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	2	204.4	1	204.4			
	<b>Total Dept. Area</b>				<b>743.1</b>	<b>0.8032566</b>	<b>596.9</b>	<b>6,425</b>
	<b>CENTRAL DINING</b>							
	Servery Kitchen	1	9.3	1	9.3			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Clean Up	1	5.6	1	5.6			
	Dining	31	46.1	1	46.1			
	Floor Post	0	7.4	1	7.4			
	Officer Toilet	0	4.2	1	4.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Detainee Toilet	0	2.3	1	2.3			
	Secure Entrance Vestibule	0	5.6	1	5.6			
	Secure Post	0	11.1	1	11.1			
	Janitor Closet	0	3.7	1	3.7			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Staff Dining	11	16.4	1	16.4			
	Vending Machine	3	7.0	1	7.0			
	<b>Total Dept. Area</b>				<b>156.7</b>	<b>2.7734524</b>	<b>434.6</b>	<b>4,678</b>
	<b>CHAPLAINCY</b>							
	Chaplain	1	6.0	1	6.0			
	Storage	4	4.5	1	4.5			
	<b>Total Dept. Area</b>				<b>10.5</b>	<b>1.647619</b>	<b>17.3</b>	<b>186</b>
	<b>CENTRAL RECREATION</b>							
	Half Basketball	10	334.4	1	334.4			
	Multiple Purpose Room	20	46.5	1	46.5			
	Half Basketball	10	334.4	5				
	Playing Field	25	6,503.0	2				
	Recreational Specialist	0	6.0	1	6.0			
	Storage	10	11.1	1	11.1			
	Officer Toilet	1	4.2	2	8.4			
	Detainee Toilet	0	2.3	2	4.6			
	<b>Total Dept. Area</b>				<b>411.0</b>	<b>1.1525547</b>	<b>473.7</b>	<b>5,099</b>
	<b>LIBRARY</b>							
	Study Table	9	16.7	1	16.7			
	Periodicals	19	21.2	1	21.2			
	Stacks	57	63.5	1	63.5			
	Library Desk	1	6.0	1	6.0			
	Work Room	1	7.4	1	7.4			
	Computer Room	9	16.7	1	16.7			
	Multiple Media Room	10	11.1	1	11.1			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Distribution Carts	8	14.9	1	14.9			
	Storage	5	5.6	1	5.6			
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>173.3</b>	<b>1.3046739</b>	<b>226.1</b>	<b>2,434</b>
	<b>LAW LIBRARY</b>							
	Study Table	7	13.0	1	13.0			
	Stacks	15	16.7	1	16.7			
	Library Desk	1	6.0	1	6.0			
	Copier	1	3.7	1	3.7			
	Computer Room	7	13.0	1	13.0			
	Detainee Toilet	0	2.3	1	2.3			
	<b>Total Dept. Area</b>				<b>54.7</b>	<b>1.4515539</b>	<b>79.4</b>	<b>855</b>
	<b>PROGRAMS</b>							
	<b>Social Programs / Multiple Purpose</b>							
	Classroom	20	37.2	1	37.2			
	Teacher	0	9.3	2	18.6			
	Storage	6	6.7	1	6.7			
	Workroom	2	7.4	1	7.4			
	<b>Academic Education</b>							
	Classroom	20	37.2	1	37.2			
	Teacher	0	9.3	1	9.3			
	Storage	6	6.7	1	6.7			
	Workroom	1	3.7	1	3.7			
	<b>Vocational Education</b>							
	Classroom	20	37.2	1	37.2			
	General Shop Workbench	20	185.8	1	185.8			
	Storage	6	6.7	1	6.7			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	1	4.2	1	4.2			
	Detainee Toilet	0	2.3	2	2.3			
	<b>Total Dept. Area</b>				<b>363.0</b>	<b>1.2826446</b>	<b>465.6</b>	<b>5,012</b>
<b>HAIR CARE</b>								
	Barber Chair	1	2.8	1	2.8			
	Waiting	1	1.9	1	1.9			
	Storage	1	1.1	1	1.1			
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>16.0</b>	<b>2.09375</b>	<b>33.5</b>	<b>361</b>
<b>COMMISSARY</b>								
	Vending Machine	2	4.6	1	4.6			
	Dispensing Window	1	2.3	1	2.3			
	Cart Makeup	6	6.7	1	6.7			
	Processing Counter	1	4.6	1	4.6			
	Short Term Storage	4	4.5	1	4.5			
	Restricted Storage	2	2.2	1	2.2			
	Bulk Storage	0	-	1				
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	0	-	1				
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>30.9</b>	<b>1.8770226</b>	<b>58.0</b>	<b>624</b>
<b>LAUNDRY SERVICE</b>								
	Soiled Staging	6	11.1	1	11.1			
	Sorting	6	11.1	1	11.1			
	Laundry Equipment	18	33.4	1	33.4			
	Chemical Storage	4	7.4	1	7.4			
	Folding	7	13.0	1	13.0			
	Exchange Cart Make-up	5	9.3	1	9.3			
	Cart storage	5	9.3	1	9.3			
	Clean Storage	18	33.4	1	33.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Mending	6	11.1	1	11.1			
	Detainee Toilet	0	2.3	1	2.3			
	Laundry Issue	5	9.3	1	9.3			
	Service Supervisor	0	7.4	1	7.4			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	Long Term Linen Storage	0	-	1				
	Receiving Dock	0	-	1				
	Medium Vehicle Bay	0	-	1				
	Large Vehicle Bay	0	-	1				
	<b>Total Dept. Area</b>				<b>166.0</b>	<b>1.376506</b>	<b>228.5</b>	<b>2,460</b>
	<b>WAREHOUSE</b>							
	Long Term Commissary Storage	11	12.3	1	12.3			
	Long Term Linen Storage	9	10.0	1	10.0			
	Long Term Food Dry Goods	3	3.3	1	3.3			
	Maintenance Storage	0	-	1				
	Vehicle Maintenance Storage	0	-	1				
	Office Goods Storage	31	34.6	1	34.6			
	Chemical Storage	91	101.4	1	101.4			
	Bulk Storage	242	269.8	1	269.8			
	Detainee Toilet	0	2.3	1	2.3			
	Service Supervisor	0	7.4	1	7.4			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	Receiving Dock	2	18.6	1	18.6			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	1	102.2	1	102.2			
	<b>Total Dept. Area</b>				<b>645.0</b>	<b>0.8497674</b>	<b>548.1</b>	<b>5,900</b>
	<b>MAINTENANCE</b>							
	Maintenance Supervisor Office	0	13.9	1	13.9			
	Craftsmen	3	27.9	1	27.9			
	Electronics / ADP Lab	2	18.6	1	18.6			
	General Shop Workbench	7.2	66.9	1	66.9			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Plumbing Shop	2.4	22.3	1	22.3			
	Electrical Shop	2.4	22.3	1	22.3			
	Paint Shop	0.6	18.6	1	18.6			
	HVAC Shop	1.8	18.6	1	18.6			
	Welding Shop	0.6	18.6	1	18.6			
	Tool Room	30	33.4	1	33.4			
	Grounds Maintenance	3	27.9	1	27.9			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Staff Toilet	1	5.6	1	5.6			
	Storage	3	3.3	1	3.3			
	<b>Total Dept. Area</b>				<b>373.1</b>	<b>1.174484</b>	<b>438.2</b>	<b>4,717</b>
<b>PHYSICAL PLANT</b>								
	Mechanical Rooms	0	725.8	1	725.8			
	Electrical Room	3	33.4	1	33.4			
	Electrical Closet	0	7.4	11	81.4			
	Tel / Comm Room	3	33.4	1	33.4			
	Tel / Comm Closet	0	7.4	16	118.4			
	UPS Battery Room	0	6.0	1	6.0			
	Emergency Generator	0	18.6	1	18.6			
	Janitor Closet	0	3.7	16	59.2			
	<b>Total Dept. Area</b>				<b>1076.2</b>	<b>1.1330607</b>	<b>1,219.4</b>	<b>13,126</b>
	Main Gatehouse	1	5.6	1	5.6			
	Officer Toilet	1	4.2	1	4.2			
	Public Parking							
	Outdoor Parking Space	0	18.6	37	688.2			
	Staff Parking							
	Outdoor Parking Space	0	18.6	189	3515.4			
	Service Parking							
	Outdoor Parking Space	0	18.6	11	204.6			

## Example 1,000 Bed SPC Facility Space List

**Table 41.3 Department Summaries Example 1,000 SPC Facility**

DEPARTMENT / COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Group 1	High Risk Male	144	3,888	41,848
Group 3	Med. Risk Male	240		
	Seg. Male	48		
Total Group 3		288	4,940	53,175
Group 4	High Risk Female	10		
	Med. Risk Female	46		
	Seg. Female	10		
Total Group 4		66	1,461	15,731
Group 5	Low Risk Male	372	4,984	53,651
Group 6	Low Risk Female	92	1,369	14,736
Group 9	Family/Juvenile Female	38	696	7,490
Group 16	Infirmery	18	637	6,861
Public Entrance / Lobby			324	3,486
SPC Administration			529	5,696
Deportation			506	5,451
INS Court Attorneys			300	3,232
APSO Team			138	1,482
EOIR Court			1,262	13,579
Staff Services & Training			261	2,807
Detention Administration			430	4,629
Processing			936	10,078
Health Services			665	7,158
Food Service			918	9,878
Dining			889	9,565
Central Visiting / Holding			885	9,530
Programs			730	7,857
Chaplaincy			33	350
Recreation			883	9,503
Library			396	4,267
Law Library			141	1,521
Hair Care / Hygiene			42	452

DEPARTMENT / COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Commissary			103	1,110
Laundry			324	3,492
Warehouse / Central Receiving			1,233	13,278
Maintenance			846	9,111
Physical Plant			2,449	26,364

**Table 41.4 Detailed Space List, Example 1,000 Bed SPC Facility**

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 1 - HIGH RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	1	7.4	22	162.8			
	Cell ADA	1	9.3	2	18.6			
	Detainee Toilet	2	4.6	1	4.6			
	Shower	2	3.7	1	3.7			
	Dayspace	12	39.0	1	39.0			
	Visual Supervision Add-In	24	33.4	1	33.4			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	24	22.3	1	22.3			
	Laundry Storage	24	4.5	1	4.5			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Meeting Room	6	13.9	1	13.9			
	<b>Area Per Pod</b>				<b>336.7</b>	<b>1.6629046</b>	<b>559.9</b>	<b>6,027</b>
	Beds Per Pod			24				
<b>Cluster Core</b>								
	Secure Post	-	22.3	1	22.3			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Recreation Yard	-	139.4	3				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Exam Room	-	13.0	1	13.0			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	89.6	1	89.6			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area Per Cluster Core</b>				<b>181.9</b>	<b>1.4513468</b>	<b>264.0</b>	<b>2,842</b>
<b>GROUP 1 TOTALS</b>								
	Total Pods			6				
	Total Beds			144				
	Total Clusters			2			528.0	5,684
	Total Building Area in Unit						3,887.7	41,848
<b>GROUP 3 - MEDIUM RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	21	155.4			
	Cell ADA	2	9.3	3	27.9			
	Detainee Toilet	3	7.0	1	7.0			
	Shower	4	7.4	1	7.4			
	Dayspace	34	109.3	1	109.3			
	Visual Supervision Add-In	48	66.9	1	66.9			
	Food Service Area	2	26.0	1	26.0			
	Housing Dining	48	44.6	1	44.6			
	Laundry Storage	48	8.9	1	8.9			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>470.6</b>	<b>1.4721631</b>	<b>692.8</b>	<b>7,458</b>
	Beds Per Pod			48				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	3	22.2			
	Unit Classification Staff	-	7.4	3	22.2			
	Recreation Yard	-	139.4	12				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	288	80.3	1	80.3			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	187.4	1	187.4			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	3				
	Electrical Closet	-	7.4	3	22.2			
	<b>Area Per Cluster Core</b>				<b>439.0</b>	<b>1.2503416</b>	<b>548.9</b>	<b>5,909</b>
<b>GROUP 3 TOTALS</b>								
	Total Pod, Medium Risk Male	48		5	692.9		3,464.4	37,292
	Total Pod, Segregation Male	16		3	308.9		926.6	9,974
	Total Pods			8				
	Total Beds			288				
	Total Clusters			1				
	Total Building Area in Unit						4,940.0	53,175
<b>GROUP 4 - MEDIUM RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	20	148.0			
	Cell ADA	2	9.3	3	27.9			
	Detainee Toilet	5	11.6	1	11.6			
	Shower	4	7.4	1	7.4			
	Dayspace	32	104.7	1	104.7			
	Visual Supervision Add-In	46	64.1	1	64.1			
	Food Service Area	2	26.0	1	26.0			
	Housing Dining	46	42.7	1	42.7			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	46	8.5	1	8.5			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>462.7</b>	<b>1.487789</b>	<b>688.4</b>	<b>7,410</b>
	Beds Per Pod			46				
	<b>Cluster Core</b>							
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Recreation Yard	-	139.4	3				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	66	18.4	1	18.4			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	42.4	1	42.4			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area Per Cluster Core</b>				<b>162.5</b>	<b>1.5206153</b>	<b>247.1</b>	<b>2,660</b>
	<b>GROUP 4 TOTALS</b>							
	Total Pod, High Risk Female	10		1	296.3		296.3	3,189
	Total Pod, Medium Risk Female	46		1	688.4		688.4	7,410
	Total Pod, Segregation Female	10		1	229.7		229.7	2,473
	Total Pods			3				
	Total Beds			66				
	Total Clusters			1				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Total Building Area in Unit						1,461.4	15,731
<b>GROUP 5 - LOW RISK, MALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	58	269.4	1	269.4			
	Dormitory Bed ADA	4	22.3	1	22.3			
	Detainee Toilet	6	13.9	1	13.9			
	Shower	6	11.1	1	11.1			
	Dayspace	43	141.1	1	141.1			
	Visual Supervision Add-In	62	144.0	1	144.0			
	Snack Counter	2	7.4	1	7.4			
	Laundry Storage	62	11.5	1	11.5			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>637.9</b>	<b>1.1718137</b>	<b>747.5</b>	<b>8,046</b>
	Beds Per Pod			62				
<b>Cluster Core</b>								
	Secure Post	-	1.0	1	1.0			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	4	29.6			
	Unit Classification Staff	-	7.4	4	29.6			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	232.8	1	232.8			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	4				
	Electrical Closet	-	7.4	4	29.6			
	<b>Area Per Cluster Core</b>				<b>360.2</b>	<b>1.3867295</b>	<b>499.5</b>	<b>5,377</b>
<b>GROUP 5 TOTALS</b>								
	Total Pods			6				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Total Beds			372				
	Total Clusters			1				
	Total Building Area in Unit						4,984.2	53,651
<b>GROUP 6 - LOW RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	43	199.7	1	199.7			
	Dormitory Bed ADA	3	16.7	1	16.7			
	Detainee Toilet	6	13.9	1	13.9			
	Shower	4	7.4	1	7.4			
	Dayspace	32	104.7	1	104.7			
	Visual Supervision Add-In	46	106.8	1	106.8			
	Snack Counter	2	7.4	1	7.4			
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	46	8.5	1	8.5			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>486.9</b>	<b>1.2018895</b>	<b>585.2</b>	<b>6,299</b>
	Beds Per Pod			46				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	63.1	1	63.1			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area Per Cluster Core</b>				<b>134.1</b>	<b>1.48173</b>	<b>198.7</b>	<b>2,139</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 6 TOTALS</b>								
	Total Pods			2				
	Total Beds			92				
	Total Clusters			1				
	Total Building Area in Unit						1,369.0	14,736
<b>GROUP 9 - FAMILY/JUVENILE, FEMALE</b>								
<b>Housing Pod</b>								
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Residence Beds	2	7.0	19	133.0			
	Residence Toilets	5	11.6	1	11.6			
	Residence Shower	4	7.4	1	7.4			
	Residence Dayspace	38	123.6	1	123.6			
	Food Service Area	2	26.0	1	26.			
	Residence Dining	38	35.3	1	35.3			
	Residence Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	2	0.4	1	0.4			
	Residence Janitor Closet	-	3.7	1	3.7			
	<b>Area Per Pod</b>				<b>359.1</b>	<b>1.2175043</b>	<b>532.3</b>	<b>5,730</b>
	Beds Per Pod			38				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	31.1	1	31.1			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	<b>Area Per Cluster Core</b>				<b>102.1</b>	<b>1.6013712</b>	<b>163.5</b>	<b>1,760</b>
	<b>GROUP 9 TOTALS</b>							
	Total Pods			1				
	Total Beds			38				
	Total Clusters			1				
	Total Building Area in Unit						695.8	7,490
	<b>GROUP 16 - INFIRMARY, 0</b>							
	<b>Housing Pod</b>							
	Cell ADA	1	9.3	18	167.4			
	Detainee Toilet	2	4.6	1	4.6			
	Shower	2	3.7	1	3.7			
	Dayspace	4	11.7	1	11.7			
	Visual Supervision Add-In	18	25.1	1	25.1			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	18	16.7	1	16.7			
	Laundry Storage	18	3.3	1	3.3			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Attorney Visiting	1	9.3	1	9.3			
	Nurse Desk Position	-	7.4	1	7.4			
	Medications	3	8.4	1	8.4			
	Clean Supply	3	7.0	1	7.0			
	Soiled Utility	3	7.0	1	7.0			
	<b>Area Per Pod</b>				<b>305.5</b>	<b>1.694599</b>	<b>517.7</b>	<b>5,573</b>
	Beds Per Pod			18				
	<b>Cluster Core</b>							
	Secure Post	-	14.9	1	14.9			
	Officer Toilet	-	4.2	1	4.2			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Main Corridor	-	28.4	1	28.4			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area Per Cluster Core</b>				<b>77.2</b>	<b>1.5505181</b>	<b>119.7</b>	<b>1,288</b>
<b>GROUP 16 TOTALS</b>								
	Total Pods			1				
	Total Beds			18				
	Total Clusters			1				
	Total Building Area in Unit						637.4	6,861
<b>PUBLIC AREAS</b>								
	Vestibule	0	5.6	1	5.6			
	Visitor Check In	4	14.9	1	14.9			
	Visiting Waiting	50	92.9	1	92.9			
	Visitor Property Lockers	129	21.0	1	21.0			
	Visitor Security Check	1	14.1	1	14.1			
	Public Toilet	10	55.7	2	111.4			
	Vending	3	7.0	1	7.0			
	<b>Total Dept. Area</b>				<b>266.9</b>	<b>1.2131884</b>	<b>323.8</b>	<b>3,486</b>
<b>SPC ADMINISTRATION</b>								
	Facility Administrator	0	18.6	1	18.6			
	Admin. Officer / Secretary	0	13.9	1	13.9			
	Asst. Facility Administrator	0	13.9	1	13.9			
	Administrative Officer	0	11.1	1	11.1			
	Dir. Operations Support	0	13.9	1	13.9			
	Fiscal Clerk	0	6.0	1	6.0			
	Personnel	0	11.1	1	11.1			
	ADP Specialist	0	11.1	3	33.3			
	Program Analyst	0	11.1	1	11.1			
	Student Aides	0	6.0	7	42.0			
	Management Analyst	0	11.1	1	11.1			
	Procurement Specialist	0	11.1	2	22.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Contracting Officer	0	11.1	1	11.1			
	Contracting Secretary	0	6.0	1	6.0			
	Accreditation / Disciplinary Officer	0	11.1	1	11.1			
	Conference	24	49.1	1	49.1			
	Records / Files	12	13.4	1	13.4			
	Shared Computer Workstation	5	16.3	1	16.3			
	Storage	19	21.2	1	21.2			
	Copier/FAX/Shredder/Supply	7	26.0	1	26.0			
	ADP Support Room	2	18.6	1	18.6			
	Computer Room	6	33.4	1	33.4			
	<b>Total Dept. Area</b>				<b>414.4</b>	<b>1.277027</b>	<b>529.2</b>	<b>5,696</b>
<b>DEPORTATION</b>								
	Deportation Supervisor	0	13.9	3	41.7			
	Intelligence Officer	0	11.1	3	33.3			
	Travel Clerk	0	6.0	1	6.0			
	Officer	0	11.1	10	111.0			
	Clerk	0	6.0	10	60.0			
	Deportation Officer	0	11.1	7	77.7			
	Records / Files	24	26.8	1	26.8			
	Shared Computer Workstation	1	3.3	1	3.3			
	Storage	10	11.1	1	11.1			
	Copier/FAX/Shredder/Supply	2	7.4	1	7.4			
	<b>Total Dept. Area</b>				<b>378.3</b>	<b>1.3386201</b>	<b>506.4</b>	<b>5,451</b>
<b>INS COURT ATTORNEY</b>								
	INS Attorney Offices	0	11.1	13	144.3			
	Law Clerks	0	7.4	7	51.8			
	Law Library	25	27.9	1	27.9			
	Westlaw Terminals	1	3.3	1	3.3			
	<b>Total Dept. Area</b>				<b>227.3</b>	<b>1.3211614</b>	<b>300.3</b>	<b>3,232</b>
<b>APSO TEAM</b>								
	Supervisor	0	13.9	2	27.8			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Asylum Officer	0	11.1	7	77.7			
	<b>Total Dept. Area</b>				<b>105.5</b>	<b>1.3052132</b>	<b>137.7</b>	<b>1,482</b>
<b>EOIR</b>								
	Master Hearing Room	0	83.6	1	83.6			
	Vestibule	0	5.6	1	5.6			
	Hearing Room	0	55.7	6	334.2			
	Vestibule	0	5.6	6	33.6			
	Immigration Judge	0	16.7	7	116.9			
	Paralegal / Clerk	0	6.0	7	42.0			
	Language Specialist	0	6.0	7	42.0			
	Law Clerks	0	11.1	3	33.3			
	Clerks / students	0	6.0	2	12.0			
	Court Administrator	0	15.8	1	15.8			
	Court Security Officer	0	11.1	7	77.7			
	Case Files	70	78.0	1	78.0			
	Shared Computer Workstation	7	22.8	1	22.8			
	Storage	14	15.6	1	15.6			
	Copier/FAX/Shredder/Supply	2	7.4	1	7.4			
	Break Room	7	16.3	1	16.3			
	Computer Room	2	11.1	1	11.1			
	Pro Bono Attorney	2	22.3	1	22.3			
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	<b>Total Dept. Area</b>				<b>978.1</b>	<b>1.2897454</b>	<b>1,261.5</b>	<b>13,579</b>
<b>CENTRAL VISITING</b>								
	Visitor Search	1	9.3	1	9.3			
	Non-Contact Visiting	0	3.7	76	281.2			
	Non-Contact ADA Visiting	4	5.6	4	22.4			
	Attorney Visiting	4	37.2	1	37.2			
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	Detainee Toilet	0	2.3	20	46.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>CENTRAL HOLDING</b>								
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	Search Room	0	9.3	1	9.3			
	Hold	84	312.1	8	2496.8			
	<b>Total Dept. Area</b>				<b>2918.0</b>	<b>0.3033927</b>	<b>885.3</b>	<b>9,530</b>
<b>STAFF SERVICES &amp; TRAINING</b>								
	Muster Room	127	259.6	1	259.6			
	Staff Entrance Vestibule	0	5.6	1	5.6			
	Training Officer	0	11.1	3	33.3			
	Workroom	3	11.1	1	11.1			
	Library Periodicals	1	1.1	1	1.1			
	Library Stacks	3	3.3	1	3.3			
	Staff Break Room	17	39.5	1	39.5			
	Vending Area	4	9.3	1	9.3			
	Exercise Room	26	48.3	1	48.3			
	Male Staff Lockers	69	22.4	1	22.4			
	Male Staff Toilet	5	3.3	1	3.3			
	Male Staff Shower	2	3.7	1	3.7			
	Female Staff Lockers	37	12.0	1	12.0			
	Female Staff Toilet	3	16.7	1	16.7			
	Female Staff Shower	1	1.9	1	1.9			
	<b>Total Dept. Area</b>				<b>471.1</b>	<b>0.5535979</b>	<b>260.8</b>	<b>2,807</b>
<b>DETENTION ADMINISTRATION</b>								
	Sallyport	0	7.4	1	7.4			
	Central Control	5	60.4	1	60.4			
	Officer Toilet	0	4.2	1	4.2			
	Equipment Room	0	19.5	1	19.5			
	Chief Detention Officer	0	13.9	1	13.9			
	Shift Commander	0	13.9	2	27.8			
	SDEO Administrator	0	11.1	1	11.1			
	Clerk	0	13.9	2	27.8			
	Contract Security Director	0	6.0	1	6.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Conference	6	12.3	1	12.3			
	Records / Files	12	13.4	1	13.4			
	Shared Computer Workstation	3	9.8	1	9.8			
	Storage	7	7.8	1	7.8			
	Copier/FAX/Shredder/Supply	2	7.4	1	7.4			
	Computer Room	3	16.7	1	16.7			
	Armory	37	41.2	1	41.2			
	SWAT Ready Room	24	26.8	1	26.8			
	Mail Room	16	25.3	1	25.3			
	Key Room	12	13.4	1	13.4			
	<b>Total Dept. Area</b>				<b>352.2</b>	<b>1.2208972</b>	<b>430.0</b>	<b>4,629</b>
	<b>PROCESSING</b>							
	Vehicle Sallyport, Bus	2	376.2	1	376.2			
	Sallyport	0	7.4	1	7.4			
	Search Room	0	9.3	1	9.3			
	Large Male Group Holding	48	45.4	2	90.8			
	Small Male Group Holding	8	8.7	5	43.5			
	Segregated Male Holding	1	3.7	9	33.3			
	Large Female Group Holding	36	34.1	1	34.1			
	Small Female Group Holding	8	8.7	1	8.7			
	Segregated Female Holding	1	3.7	2	7.4			
	Juvenile Holding	6	7.4	2	14.8			
	Processing Counter	11	51.1	1	51.1			
	IDENT Counter	7	32.5	1	32.5			
	Supervisor	0	13.9	1	13.9			
	Staff Toilet	0	5.6	1	5.6			
	Transportation Staging	0	7.4	1	7.4			
	Interview	0	7.4	10	74.0			
	Asylum Pre Screening / Interview Room	0	0	3				
	Detainee Uniform Storage	280	7.8	1	7.8			
	Shower / Dressing Area	7	13.0	1	13.0			
	Valuables Storage	924	4.3	1	4.3			
	Storage Personal Property	1018	189.1	1	189.1			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Sallyport Storage	0	2.8	1	2.8			
	Janitor Closet	0	3.7	2	7.4			
	<b>Total Dept. Area</b>				<b>1034.4</b>	<b>0.9050657</b>	<b>936.2</b>	<b>10,078</b>
<b>HEALTH SERVICES</b>								
	Group Holding	8	5.2	1	5.2			
	Segregated Holding	1	3.7	1	3.7			
	Detainee Toilet	0	2.3	1	2.3			
	Floor Post	0	7.4	1	7.4			
	Nurse Desk Position	3	22.3	1	22.3			
	Medical Records	61	68.0	1	68.0			
	Medical Health Care Provider	0	13.9	3	41.7			
	Head Nurse	0	11.1	1	11.1			
	Staff Toilet	0	5.6	2	11.2			
	Trauma Room	0	26.0	1	26.0			
	Exam Room	0	13.0	1	13.0			
	Nourishment	1	2.3	1	2.3			
	Clean Supply	1	2.3	1	2.3			
	Linen Supply	1	2.3	1	2.3			
	Soiled Utility	1	2.3	1	2.3			
	Medical Equipment Storage	1	2.3	1	2.3			
	Conference	8	16.4	1	16.4			
	Lab	4	22.3	1	22.3			
	Radiographic Room	0	25.1	5	125.5			
	Dark Room	0	9.3	1	9.3			
	Film Storage	19	21.2	1	21.2			
	Pharmacy Dispensing Window	2	4.6	1	4.6			
	Pharmacy Processing Counter	2	7.4	1	7.4			
	Storage	4	4.5	1	4.5			
	Refrigerator	1	1.4	1	1.4			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>439.7</b>	<b>1.5123948</b>	<b>665.0</b>	<b>7,158</b>
<b>FOOD SERVICE</b>								
	Preparation Area	56	104.0	1	104.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Cutting Room	9	16.7	1	16.7			
	Bake Shop	45	83.6	1	83.6			
	Grill / Kettles / Steamer Area	56	104.0	1	104.0			
	Beverage Line	9	16.7	1	16.7			
	Tray Set-Up	2	3.7	1	3.7			
	Food Cart Staging	2	3.7	1	3.7			
	Dishwashing Area	16	29.7	1	29.7			
	Pot / Pan Sanitation	17	31.6	1	31.6			
	Cart and Barrel Wash	5	9.3	1	9.3			
	Soiled Return	10	18.6	1	18.6			
	Trash Disposal Area	9	16.7	1	16.7			
	Detainee Toilet	0	2.3	11	25.3			
	Secure Storage	9	16.7	1	16.7			
	Janitor Closet	0	3.7	1	3.7			
	Service Supervisor	0	7.4	1	7.4			
	Clerk	0	6.0	2	12.0			
	Lockers	7	4.6	1	4.6			
	Staff Toilet	1	5.6	2	11.2			
	Break Room	3	7.0	1	7.0			
	Toxic Storage	6	6.7	1	6.7			
	Short Term Dry Goods	14	15.6	1	15.6			
	Walk-In Refrigerator	74	82.5	1	82.5			
	Walk-In Freezer	56	62.4	1	62.4			
	Long Term Dry Goods	0	0	1				
	Receiving Dock	6	55.7	1	55.7			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	5	511.0	1	511.0			
	<b>Total Dept. Area</b>				<b>1335.3</b>	<b>0.6872612</b>	<b>917.7</b>	<b>9,878</b>
<b>CENTRAL DINING</b>								
	Servery Kitchen	1	9.3	1	9.3			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Clean Up	1	5.6	1	5.6			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Dining	39	58.0	1	58.0			
	Floor Post	0	7.4	1	7.4			
	Officer Toilet	0	4.2	1	4.2			
	Detainee Toilet	0	2.3	1	2.3			
	Secure Entrance Vestibule	0	5.6	1	5.6			
	Secure Post	0	11.1	1	11.1			
	Janitor Closet	0	3.7	1	3.7			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Staff Dining	26	38.6	1	38.6			
	Vending Machine	6	13.9	1	13.9			
	<b>Total Dept. Area</b>				<b>182.9</b>	<b>4.8583925</b>	<b>888.6</b>	<b>9,565</b>
	<b>CHAPLAINCY</b>							
	Chaplain	2	12.1	1	12.1			
	Storage	10	11.1	1	11.1			
	<b>Total Dept. Area</b>				<b>23.2</b>	<b>1.400862</b>	<b>32.5</b>	<b>350</b>
	<b>CENTRAL RECREATION</b>							
	Half Basketball	10	334.4	2	668.8			
	Multiple Purpose Room	20	46.5	1	46.5			
	Half Basketball	10	334.4	11				
	Playing Field	25	6,503.0	5				
	Recreational Specialist	0	6.0	2	12.0			
	Storage	26	29.0	1	29.0			
	Officer Toilet	1	4.2	3	12.6			
	Detainee Toilet	0	2.3	3	6.9			
	<b>Total Dept. Area</b>				<b>775.8</b>	<b>1.1379221</b>	<b>882.8</b>	<b>9,503</b>
	<b>LIBRARY</b>							
	Study Table	21	39.0	1	39.0			
	Periodicals	36	40.1	1	40.1			
	Stacks	106	118.2	1	118.2			
	Library Desk	1	6.0	1	6.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Work Room	1	7.4	1	7.4			
	Computer Room	21	39.0	1	39.0			
	Multiple Media Room	18	20.1	1	20.1			
	Distribution Carts	20	37.2	1	37.2			
	Storage	9	10.0	1	10.0			
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>327.2</b>	<b>1.2114914</b>	<b>396.4</b>	<b>4,267</b>
	<b>LAW LIBRARY</b>							
	Study Table	16	29.7	1	29.7			
	Stacks	31	34.6	1	34.6			
	Library Desk	2	12.1	1	12.1			
	Copier	1	3.7	1	3.7			
	Computer Room	16	29.7	1	29.7			
	Detainee Toilet	0	2.3	1	2.3			
	<b>Total Dept. Area</b>				<b>112.1</b>	<b>1.2604817</b>	<b>141.3</b>	<b>1,521</b>
	<b>PROGRAMS</b>							
	<b>Social Programs / Multiple Purpose</b>							
	Classroom	20	37.2	1	37.2			
	Teacher	0	9.3	1	9.3			
	Storage	6	6.7	1	6.7			
	Workroom	1	3.7	1	3.7			
	<b>Academic Education</b>							
	Classroom	20	37.2	2	74.4			
	Teacher	0	9.3	3	27.9			
	Storage	6	6.7	2	13.4			
	Workroom	3	11.1	1	11.1			
	<b>Vocational Education</b>							
	Classroom	20	37.2	1	37.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	General Shop Workbench	20	185.8	1	185.8			
	Teacher	0	9.3	2	18.6			
	Storage	6	6.7	1	6.7			
	Workroom	2	7.4	1	7.4			
	<b>Arts and Crafts</b>							
	General Shop Workbench	10	92.9	1	92.9			
	Teacher	0	9.3	2	18.6			
	Storage	6	6.7	1	6.7			
	<b>Industries</b>							
	Supervisor	0	13.9	1	13.9			
	Officer Toilet	1	4.2	1	4.2			
	Detainee Toilet	0	2.3	4	9.2			
	<b>Total Dept. Area</b>				<b>584.9</b>	<b>1.2479056</b>	<b>729.9</b>	<b>7,857</b>
	<b>HAIR CARE</b>							
	Barber Chair	2	5.6	1	5.6			
	Waiting	2	3.7	1	3.7			
	Storage	2	2.2	1	2.2			
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>21.7</b>	<b>1.9354838</b>	<b>42.0</b>	<b>452</b>
	<b>COMMISSARY</b>							
	Vending Machine	4	9.3	1	9.3			
	Dispensing Window	2	4.6	1	4.6			
	Cart Makeup	14	15.6	1	15.6			
	Processing Counter	1	4.6	1	4.6			
	Short Term Storage	8	8.9	1	8.9			
	Restricted Storage	4	4.5	1	4.5			
	Bulk Storage	0	0	1				
	Detainee Toilet	0	2.3	1	2.3			
	Service Supervisor	0	7.4	1	7.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>65.1</b>	<b>1.5837173</b>	<b>103.1</b>	<b>1,110</b>
<b>LAUNDRY SERVICE</b>								
	Soiled Staging	9	16.7	1	16.7			
	Sorting	9	16.7	1	16.7			
	Laundry Equipment	28	52.0	1	52.0			
	Chemical Storage	6	11.1	1	11.1			
	Folding	12	22.3	1	22.3			
	Exchange Cart Make-up	7	13.0	1	13.0			
	Cart Storage	7	13.0	1	13.0			
	Clean Storage	28	52.0	1	52.0			
	Mending	9	16.7	1	16.7			
	Detainee Toilet	0	2.3	2	4.6			
	Laundry Issue	7	13.0	1	13.0			
	Service Supervisor	0	7.4	1	7.4			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	Long Term Linen Storage	0	0	1				
	Receiving Dock	0	0	1				
	Medium Vehicle Bay	0	0	1				
	Large Vehicle Bay	0	0	1				
	<b>Total Dept. Area</b>				<b>246.4</b>	<b>1.3165584</b>	<b>324.4</b>	<b>3,492</b>
<b>WAREHOUSE</b>								
	Long Term Commissary Storage	27	30.1	1	30.1			
	Long Term Linen Storage	15	16.7	1	16.7			
	Long Term Food Dry Goods	4	4.5	1	4.5			
	Maintenance Storage	0	0	1				
	Vehicle Maintenance Storage	0	0	1				
	Office Goods Storage	77	85.8	1	85.8			
	Chemical Storage	231	257.5	1	257.5			
	Bulk Storage	616	686.7	1	686.7			
	Detainee Toilet	0	2.3	2	4.6			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Service Supervisor	0	7.4	1	7.4			
	Supply Clerk Workstation	0	6.0	1	6.0			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	2	7.4			
	Receiving Dock	4	37.2	1	37.2			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	3	306.6	1	306.6			
	<b>Total Dept. Area</b>				<b>1529.9</b>	<b>0.8062618</b>	<b>1,233.5</b>	<b>13,278</b>
<b>MAINTENANCE</b>								
	Maintenance Supervisor Office	0	13.9	1	13.9			
	Craftsmen	6	55.7	1	55.7			
	Electronics / ADP Lab	6	55.7	1	55.7			
	General Shop Workbench	13.2	122.6	1	122.6			
	Plumbing Shop	4.4	40.9	1	40.9			
	Electrical Shop	4.4	40.9	1	40.9			
	Paint Shop	1.1	18.6	1	18.6			
	HVAC Shop	3.3	30.7	1	30.7			
	Welding Shop	1.1	18.6	1	18.6			
	Tool Room	55	61.3	1	61.3			
	Grounds Maintenance	5.5	51.1	1	51.1			
	Medium Vehicle Bay	3	225.7	1	225.7			
	Staff Toilet	1	5.6	1	5.6			
	Storage	7	7.8	1	7.8			
	<b>Total Dept. Area</b>				<b>749.1</b>	<b>1.1298892</b>	<b>846.4</b>	<b>9,111</b>
<b>PHYSICAL PLANT</b>								
	Mechanical Rooms	0	1,482.1	1	1482.1			
	Electrical Room	7	78.0	1	78.0			
	Electrical Closet	0	7.4	22	162.8			
	Tel / Comm Room	7	78.0	1	78.0			
	Tel / Comm Closet	0	7.4	32	236.8			
	UPS Battery Room	0	6.0	1	6.0			
	Emergency Generator	0	18.6	1	18.6			
	Janitor Closet	0	3.7	32	118.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	<b>Total Dept. Area</b>				<b>2180.7</b>	<b>1.1231256</b>	<b>2,449.2</b>	<b>26,364</b>
	Main Gatehouse	2	11.1	1	11.1			
	Officer Toilet	1	4.2	1	4.2			
	Public Parking							
	Outdoor Parking Space	0	18.6	87	1618.2			
	Staff Parking							
	Outdoor Parking Space	0	18.6	341	6342.6			
	Service Parking							
	Outdoor Parking Space	0	18.6	17	3162.0			

## Example 1,600 Bed SPC Facility List

**Table 41.5 Department Summaries, Example 1,600 Bed SPC Facility**

DEPARTMENT/COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Group 1	High Risk Male	240	6,465	69,593
Group 3	Med. Risk Male	368		
	Seg. Male	80		
Total Group 3		448	7,971	85,798
Group 4	High Risk Female	16	7,674	82,617
	Med. Risk Female	76	2,180	23,474
	Seg. Female	16		
Total Group 4		108	2,230	23,999
Group 5	Low Risk Male	600	8,087	87,049
Group 6	Low Risk Female	150	2,173	23,390
Group 9	Family/Juvenile Female	60	1,048	11,280
Group 16	Infirmery	32	1092	11,753
Public Entrance / Lobby			442	4,757
SPC Administration			705	7,594
Deportation			725	7,802
INS Court Attorneys			448	4,828
APSO Team			199	2,145
EOIR Court			1,774	19,100
Staff Services & Training			368	3,960
Detention Administration			548	5,901
Processing			1,379	14,844
Health Services			944	10,699
Food Service			1,167	12,566
Dining			1,312	14,121
Central Visiting / Holding			1,393	14,997
Programs			1,201	12,931
Chaplaincy			45	488
Recreation			913	9,823
Library			539	5,806
Law Library			211	2,269
Hair Care / Hygiene			49	523

DEPARTMENT/COMPONENT		BEDS	DEPT. GROSS SM	DEPT. GROSS SF
Commissary			134	1,443
Laundry			366	3,945
Warehouse / Central Receiving			1,859	20,016
Maintenance			1,157	12,455
Physical Plant			3,762	40,494

**Table 41.6 Detailed Space List, Example 1,600 Bed SPC Facility**

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 1 - HIGH RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	1	7.4	22	162.8			
	Cell ADA	1	9.3	2	18.6			
	Detainee Toilet	2	4.6	1	4.6			
	Shower	2	3.7	1	3.7			
	Dayspace	12	39.0	1	39.0			
	Visual Supervision Add-In	24	33.4	1	33.4			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	24	22.3	1	22.3			
	Laundry Storage	24	4.5	1	4.5			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Meeting Room	6	13.9	1	13.9			
	<b>Area Per Pod</b>				<b>336.7</b>	<b>1.6629046</b>	<b>559.9</b>	<b>6,027</b>
	Beds Per Pod			24				
<b>Cluster Core</b>								
	Secure Post	-	26.0	1	26.0			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Recreation Yard	-	139.4	4				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Exam Room	-	13.0	1	13.0			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	117.7	1	117.7			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area Per Core Cluster</b>				<b>213.7</b>	<b>1.3504913</b>	<b>288.6</b>	<b>3,107</b>
<b>GROUP 1 TOTALS</b>								
	Total Pods			10				
	Total Beds			240				
	Total Clusters			3				
	Total Building Area in Unit						6,465.2	69,593
<b>GROUP 3 - MEDIUM RISK, MALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	20	148.0			
	Cell ADA	2	9.3	3	27.9			
	Detainee Toilet	3	7.0	1	7.0			
	Shower	4	7.4	1	7.4			
	Dayspace	32	104.7	1	104.7			
	Visual Supervision Add-In	46	64.1	1	64.1			
	Food Service Area	2	26.0	1	26.0			
	Housing Dining	46	42.7	1	42.7			
	Laundry Storage	46	8.5	1	8.5			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>453.5</b>	<b>1.4831312</b>	<b>672.6</b>	<b>7,240</b>
	Beds Per Pod			46				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	3	22.2			
	Unit Classification Staff	-	7.4	3	22.2			
	Recreation Yard	-	139.4	10				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	230	64.1	1	64.1			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	181.3	1	181.3			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	3				
	Electrical Closet	-	7.4	3	22.2			
	<b>Area Per Core Cluster</b>				<b>391.5</b>	<b>1.3356321</b>	<b>522.9</b>	<b>5,629</b>
<b>GROUP 3 TOTALS</b>								
	Total Pod, Medium Risk Male	46		8	672.6		5,380.5	57,917
	Total Pod, Segregation Male	16		5	308.9		1,544.4	16,624
	Total Pods			13				
	Total Beds			448				
	Total Clusters			2				
	Total Building Area in Unit						7,970.6	85,798
<b>GROUP 4 - MEDIUM RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Cell	2	7.4	17	125.8			
	Cell ADA	2	9.3	2	18.6			
	Detainee Toilet	4	9.3	1	9.3			
	Shower	4	7.4	1	7.4			
	Dayspace	27	86.5	1	86.5			
	Visual Supervision Add-In	38	53.0	1	53.0			
	Food Service Area	2	26.0	1	26.0			
	Housing Dining	38	35.3	1	35.3			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	38	7.1	1	7.1			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>390.8</b>	<b>1.5184237</b>	<b>593.4</b>	<b>6,388</b>
	Beds Per Pod			38				
	<b>Cluster Core</b>							
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	2	14.8			
	Unit Classification Staff	-	7.4	2	14.8			
	Recreation Yard	-	139.4	5				
	Exam Room	-	13.0	1	13.0			
	Meeting Room	12	27.9	1	27.9			
	Commissary	108	30.1	1	30.1			
	Barber Chair	1	2.8	1	2.8			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	69.3	1	69.3			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area Per Cluster Core</b>				<b>215.9</b>	<b>1.4603983</b>	<b>315.3</b>	<b>3,394</b>
	<b>GROUP 4 TOTALS</b>							
	Total Pod, High Risk Female	16		1	408.8		408.8	4,400
	Total Pod, Medium Risk Female	38		2	593.4		1,186.8	12,775
	Total Pod, Segregation Female	16		1	318.6		318.6	3,430
	Total Pods			4				
	Total Beds			108				
	Total Clusters			1				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Total Building Area in Unit						2,229.5	23,999
<b>GROUP 5 - LOW RISK, MALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	57	264.8	1	264.8			
	Dormitory Bed ADA	3	16.7	1	16.7			
	Detainee Toilet	5	11.6	1	11.6			
	Shower	5	9.3	1	9.3			
	Dayspace	42	136.6	1	136.6			
	Visual Supervision Add-In	60	139.4	1	139.4			
	Snack Counter	2	7.4	1	7.4			
	Laundry Storage	60	11.1	1	11.1			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>614.1</b>	<b>1.1744015</b>	<b>721.2</b>	<b>7,763</b>
	Beds Per Pod			60				
<b>Cluster Core</b>								
	Secure Post	-	1.0	1	1.0			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	4	29.6			
	Unit Classification Staff	-	7.4	4	29.6			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	188.9	1	188.9			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	3				
	Electrical Closet	-	7.4	3	22.2			
	<b>Area Per Core Cluster</b>				<b>308.9</b>	<b>1.4169634</b>	<b>437.7</b>	<b>4,712</b>
<b>GROUP 5 TOTALS</b>								
	Total Pods			10				

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Total Beds			600				
	Total Clusters			2				
	Total Building Area in Unit						8,086.9	87,049
<b>GROUP 6 - LOW RISK, FEMALE</b>								
<b>Housing Pod</b>								
	Dormitory Bed	47	218.3	1	218.3			
	Dormitory Bed ADA	3	16.7	1	16.7			
	Detainee Toilet	7	16.3	1	16.3			
	Shower	5	9.3	1	9.3			
	Dayspace	35	113.8	1	113.8			
	Visual Supervision Add-In	50	116.1	1	116.1			
	Snack Counter	2	7.4	1	7.4			
	Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	50	9.3	1	9.3			
	Janitor Closet	-	3.7	1	3.7			
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	<b>Area Per Pod</b>				<b>529.0</b>	<b>1.1965973</b>	<b>633.0</b>	<b>6,814</b>
	Beds Per Pod			50				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	2	14.8			
	Unit Classification Staff	-	7.4	2	14.8			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	100.8	1	100.8			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	2				
	Electrical Closet	-	7.4	2	14.8			
	<b>Area Per Cluster Core</b>				<b>194.0</b>	<b>1.4128865</b>	<b>274.1</b>	<b>2,950</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>GROUP 6 TOTALS</b>								
	Total Pods			3				
	Total Beds			150				
	Total Clusters			1				
	Total Building Area in Unit						2,172.9	23,390
<b>GROUP 9 - FAMILY/JUVENILE, FEMALE</b>								
<b>Housing Pod</b>								
	Monitor Post	-	3.7	1	3.7			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Residence Beds	2	7.0	15	105.0			
	Residence Toilets	4	9.3	1	9.3			
	Residence Shower	3	5.6	1	5.6			
	Residence Dayspace	30	97.5	1	97.5			
	Food Service Area	1	13.0	1	13.0			
	Residence Dining	30	27.9	1	27.9			
	Residence Personal Laundry	-	4.6	1	4.6			
	Laundry Storage	2	0.4	1	0.4			
	Residence Janitor Closet	-	3.7	1	3.7			
	<b>Area Per Pod</b>				<b>280.5</b>	<b>1.546524</b>	<b>433.8</b>	<b>4,669</b>
	Beds Per Pod			30				
<b>Cluster Core</b>								
	Secure Post	-	11.2	1	11.2			
	Officer Toilet	-	4.2	1	4.2			
	Unit Manager	-	11.1	1	11.1			
	Unit Programs Staff	-	7.4	1	7.4			
	Unit Classification Staff	-	7.4	1	7.4			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Main Corridor	-	47.9	1	47.9			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	<b>Area Per Cluster Core</b>				<b>118.9</b>	<b>1.5180824</b>	<b>180.5</b>	<b>1,943</b>
	<b>GROUP 9 TOTALS</b>							
	Total Pods			2				
	Total Beds			60				
	Total Clusters			1				
	Total Building Area in Unit						1047.9	11,280
	<b>GROUP 16 - INFIRMARY, 0</b>							
	<b>Housing Pod</b>							
	Cell ADA	1	9.3	16	148.8			
	Detainee Toilet	2	4.6	1	4.6			
	Shower	2	3.7	1	3.7			
	Dayspace	3	10.4	1	10.4			
	Visual Supervision Add-In	16	22.3	1	22.3			
	Food Service Area	1	13.0	1	13.0			
	Housing Dining	16	14.9	1	14.9			
	Laundry Storage	16	3.0	1	3.0			
	Janitor Closet	-	3.7	1	3.7			
	Floor Post	-	7.4	1	7.4			
	Officer Toilet	-	4.2	1	4.2			
	Secure Entrance Vestibule	-	5.6	1	5.6			
	Attorney Visiting	1	9.3	1	9.3			
	Nurse Desk Position	-	7.4	1	7.4			
	Medications	2	5.6	1	5.6			
	Clean Supply	3	7.0	1	7.0			
	Soiled Utility	3	7.0	1	7.0			
	<b>Area Per Pod</b>				<b>277.9</b>	<b>1.7027707</b>	<b>473.2</b>	<b>5,094</b>
	Beds Per Pod			16				
	<b>Cluster Core</b>							
	Secure Post	-	16.7	1	16.7			
	Officer Toilet	-	4.2	1	4.2			
	Exam Room	-	13.0	1	13.0			
	Secure Entrance Vestibule	-	5.6	1	5.6			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Main Corridor	-	50.0	1	50.0			
	Janitor Closet	-	3.7	1	3.7			
	Telephone Closet	-	-	1				
	Electrical Closet	-	7.4	1	7.4			
	<b>Area Per Cluster Core</b>				<b>100.6</b>	<b>1.446322</b>	<b>145.5</b>	<b>1,566</b>
<b>GROUP 16 TOTALS</b>								
	Total Pods			2				
	Total Beds			32				
	Total Clusters			1				
	Total Building Area in Unit						1,091.9	11,753
<b>PUBLIC AREAS</b>								
	Vestibule	0	5.6	1	5.6			
	Visitor Check In	6	22.3	1	22.3			
	Visiting Waiting	78	144.9	1	144.9			
	Visitor Property Lockers	201	32.7	1	32.7			
	Visitor Security Check	1	14.1	1	14.1			
	Public Toilet	14	78.0	2	156.0			
	Vending	4	9.3	1	9.3			
	<b>Total Dept. Area</b>				<b>384.9</b>	<b>1.1480904</b>	<b>441.9</b>	<b>4,757</b>
<b>SPC ADMINISTRATION</b>								
	Facility Administrator	0	18.6	1	18.6			
	Admin. Officer / Secretary	0	13.9	2	27.8			
	Asst. Facility Administrator	0	13.9	1	13.9			
	Administrative Officer	0	11.1	1	11.1			
	Dir. Operations Support	0	13.9	1	13.9			
	Fiscal Clerk	0	6.0	1	6.0			
	Personnel	0	11.1	1	11.1			
	ADP Specialist	0	11.1	4	44.4			
	Program Analyst	0	11.1	2	22.2			
	Student Aides	0	6.0	11	66.0			
	Management Analyst	0	11.1	2	22.2			
	Procurement Specialist	0	11.1	3	33.3			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Contracting Officer	0	11.1	1	11.1			
	Contracting Secretary	0	6.0	2	12.0			
	Accreditation / Disciplinary Officer	0	11.1	1	11.1			
	Conference	24	49.1	1	49.1			
	Records / Files	19	21.2	1	21.2			
	Shared Computer Workstation	8	26.0	1	26.0			
	Storage	30	33.4	1	33.4			
	Copier/FAX/Shredder/Supply	10	37.2	1	37.2			
	ADP Support Room	3	27.9	1	27.9			
	Computer Room	7	39.0	1	39.0			
	<b>Total Dept. Area</b>				<b>558.5</b>	<b>1.263205</b>	<b>705.5</b>	<b>7,594</b>
<b>DEPORTATION</b>								
	Deportation Supervisor	0	13.9	4	55.6			
	Intelligence Officer	0	11.1	4	44.4			
	Travel Clerk	0	6.0	1	6.0			
	Officer	0	11.1	15	166.5			
	Clerk	0	6.0	15	90.0			
	Deportation Officer	0	11.1	10	110.0			
	Records / Files	37	41.2	1	41.2			
	Shared Computer Workstation	1	3.3	1	3.3			
	Storage	15	16.7	1	16.7			
	Copier/FAX/Shredder/Supply	2	7.4	1	7.4			
	<b>Total Dept. Area</b>				<b>541.1</b>	<b>1.3394936</b>	<b>724.8</b>	<b>7,802</b>
<b>INS COURT ATTORNEY</b>								
	INS Attorney Offices	0	11.1	20	222.0			
	Law Clerks	0	7.4	10	74.0			
	Law Library	40	44.6	1	44.6			
	Westlaw Terminals	1	3.3	1	3.3			
	<b>Total Dept. Area</b>				<b>343.9</b>	<b>1.3041581</b>	<b>448.5</b>	<b>4,828</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>APSO TEAM</b>								
	Supervisor	0	13.9	3	41.7			
	Asylum Officer	0	11.1	10	111.0			
	<b>Total Dept. Area</b>				<b>152.7</b>	<b>1.3051735</b>	<b>199.3</b>	<b>2,145</b>
<b>EOIR</b>								
	Master Hearing Room	0	83.6	1	83.6			
	Vestibule	0	5.6	1	5.6			
	Hearing Room	0	55.7	10	557.0			
	Vestibule	0	5.6	10	56.0			
	Immigration Judge	0	16.7	11	183.7			
	Paralegal / Clerk	0	6.0	11	66.0			
	Language Specialist	0	6.0	11	66.0			
	Law Clerks	0	11.1	4	44.4			
	Clerks / Students	0	6.0	2	12.0			
	Court Administrator	0	15.8	2	31.6			
	Court Security Officer	0	11.1	11	122.1			
	Case Files	100	111.5	1	111.5			
	Shared Computer Workstation	10	32.5	1	32.5			
	Storage	20	22.3	1	22.3			
	Copier/FAX/Shredder/ Supply	2	7.4	1	7.4			
	Break Room	10	23.2	1	23.2			
	Computer Room	3	16.7	1	16.7			
	Pro Bono Attorney	3	33.4	1	33.4			
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	<b>Total Dept. Area</b>				<b>1482.9</b>	<b>1.1965742</b>	<b>1,774.4</b>	<b>19,100</b>
<b>CENTRAL VISITING</b>								
	Visitor Search	1	9.3	1	9.3			
	Non-Contact Visiting	0	3.7	122	451.4			
	Non-Contact ADA Visiting	7	5.6	7	39.2			
	Attorney Visiting	6	55.7	1	55.7			
	Monitor Post	0	3.7	1	3.7			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Officer Toilet	1	4.2	1	4.2			
	Detainee Toilet	0	2.3	33	75.9			
<b>CENTRAL HOLDING</b>								
	Monitor Post	0	3.7	1	3.7			
	Officer Toilet	1	4.2	1	4.2			
	Search Room	0	9.3	2	18.6			
	Hold	120	445.9	3	1337.7			
	<b>Total Dept. Area</b>				<b>2003.6</b>	<b>0.6953483</b>	<b>1,393.2</b>	<b>14,997</b>
<b>STAFF SERVICES &amp; TRAINING</b>								
	Muster Room	184	376.1	1	376.1			
	Staff Entrance Vestibule	0	5.6	1	5.6			
	Training Officer	0	11.1	5	55.5			
	Workroom	5	18.6	1	18.6			
	Library Periodicals	1	1.1	1	1.1			
	Library Stacks	3	3.3	1	3.3			
	Staff Break Room	25	58.1	1	58.1			
	Vending Area	5	11.6	1	11.6			
	Exercise Room	38	70.6	1	70.6			
	Male Staff Lockers	102	33.2	1	33.2			
	Male Staff Toilet	7	4.6	1	4.6			
	Male Staff Shower	2	3.7	1	3.7			
	Female Staff Lockers	55	17.9	1	17.9			
	Female Staff Toilet	4	22.3	1	22.3			
	Female Staff Shower	1	1.9	1	1.9			
	<b>Total Dept. Area</b>				<b>684.1</b>	<b>0.5377868</b>	<b>367.9</b>	<b>3,960</b>
<b>DETENTION ADMINISTRATION</b>								
	Sallyport	0	7.4	1	7.4			
	Central Control	8	88.3	1	88.3			
	Officer Toilet	0	4.2	1	4.2			
	Equipment Room	0	25.6	1	25.6			
	Chief Detention Officer	0	13.9	1	13.9			
	Shift Commander	0	13.9	2	27.8			
	SDEO Administrator	0	11.1	1	11.1			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Clerk	0	13.9	2	27.8			
	Contract Security Director	0	6.0	1	6.0			
	Conference	6	12.3	1	12.3			
	Records / Files	19	21.2	1	21.2			
	Shared Computer Workstation	4	13.0	1	13.0			
	Storage	10	11.1	1	11.1			
	Copier/FAX/Shredder/ Supply	2	7.4	1	7.4			
	Computer Room	4	22.3	1	22.3			
	Armory	59	65.8	1	65.8			
	SWAT Ready Room	37	41.2	1	41.2			
	Mail Room	25	35.3	1	35.3			
	Key Room	19	21.2	1	21.2			
	<b>Total Dept. Area</b>				<b>462.9</b>	<b>1.184273</b>	<b>548.2</b>	<b>5,901</b>
<b>PROCESSING</b>								
	Vehicle Sallyport, Bus	3	564.4	1	564.4			
	Sallyport	0	7.4	1	7.4			
	Search Room	0	9.3	1	9.3			
	Large Male Group Holding	48	45.4	3	136.2			
	Small Male Group Holding	8	8.7	7	60.9			
	Segregated Male Holding	1	3.7	14	51.8			
	Large Female Group Holding	48	45.4	1	45.4			
	Small Female Group Holding	6	7.4	2	14.8			
	Segregated Female Holding	1	3.7	3	11.1			
	Juvenile Holding	8	8.7	2	17.4			
	Processing Counter	17	79.0	1	79.0			
	IDENT Counter	10	46.5	1	46.5			
	Supervisor	0	13.9	1	13.9			
	Staff Toilet	0	5.6	1	5.6			
	Transportation Staging	0	7.4	2	14.8			
	Interview	0	7.4	15	111.0			
	Asylum Pre-Screening / Interview Room	0	0	4				
	Detainee Uniform Storage	440	12.3	1	12.3			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Shower / Dressing Area	10	18.6	1	18.6			
	Valuables Storage	1470	6.8	1	6.8			
	Storage Personal Property	1638	304.3	1	304.3			
	Sallyport Storage	0	2.8	2	5.6			
	Janitor Closet	0	3.7	2	7.4			
	<b>Total Dept. Area</b>				<b>1544.5</b>	<b>0.8928455</b>	<b>1,379.0</b>	<b>14,844</b>
	<b>HEALTH SERVICES</b>							
	Group Holding	8	5.2	1	5.2			
	Segregated Holding	1	3.7	1	3.7			
	Detainee Toilet	0	2.3	1	2.3			
	Floor Post	0	7.4	1	7.4			
	Nurse Desk Position	5	37.2	1	37.2			
	Medical Records	96	107.0	1	107.0			
	Medical Health Care Provider	0	13.9	5	69.5			
	Head Nurse	0	11.1	1	11.1			
	Staff Toilet	0	5.6	2	11.2			
	Trauma Room	0	26.0	2	52.0			
	Exam Room	0	13.0	1	13.0			
	Nourishment	1	2.3	1	2.3			
	Clean Supply	2	4.6	1	4.6			
	Linen Supply	2	4.6	1	4.6			
	Soiled Utility	2	4.6	1	4.6			
	Medical Equipment Storage	2	4.6	1	4.6			
	Conference	8	16.4	1	16.4			
	Lab	5	27.9	1	27.9			
	Radiographic Room	0	25.1	9	225.9			
	Dark Room	0	9.3	1	9.3			
	Film Storage	30	33.4	1	33.4			
	Pharmacy Dispensing Window	3	7.0	1	7.0			
	Pharmacy Processing Counter	3	11.1	1	11.1			
	Storage	5	5.6	1	5.6			
	Refrigerator	2	2.8	1	2.8			
	Janitor Closet	0	3.7	2	7.4			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	<b>Total Dept. Area</b>				<b>687.1</b>	<b>1.4465143</b>	<b>993.9</b>	<b>10,699</b>
	<b>FOOD SERVICE</b>							
	Preparation Area	70	130.1	1	130.1			
	Cutting Room	12	22.3	1	22.3			
	Bake Shop	56	104.0	1	104.0			
	Grill / Kettles / Steamer Area	70	130.1	1	130.1			
	Beverage Line	12	22.3	1	22.3			
	Tray Set-Up	2	3.7	1	3.7			
	Food Cart Staging	2	3.7	1	3.7			
	Dishwashing Area	20	37.2	1	37.2			
	Pot / Pan Sanitation	21	39.0	1	39.0			
	Cart and Barrel Wash	6	11.1	1	11.1			
	Soiled Return	13	24.2	1	24.2			
	Trash Disposal Area	12	22.3	1	22.3			
	Detainee Toilet	0	2.3	17	39.1			
	Secure Storage	12	22.3	1	22.3			
	Janitor Closet	0	3.7	1	3.7			
	Service Supervisor	0	7.4	1	7.4			
	Clerk	0	6.0	3	18.0			
	Lockers	9	5.9	1	5.9			
	Staff Toilet	1	5.6	2	11.2			
	Break Room	4	9.3	1	9.3			
	Toxic Storage	7	7.8	1	7.8			
	Short Term Dry Goods	17	19.0	1	19.0			
	Walk-In Refrigerator	93	103.7	1	103.7			
	Walk-In Freezer	70	78.0	1	78.0			
	Long Term Dry Goods	0	0	1				
	Receiving Dock	9	83.6	1	83.6			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	8	817.5	1	817.5			
	<b>Total Dept. Area</b>				<b>1851.7</b>	<b>0.6304476</b>	<b>1,167.4</b>	<b>12,566</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>CENTRAL DINING</b>								
	Servery Kitchen	1	9.3	1	9.3			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Clean Up	1	5.6	1	5.6			
	Dining	50	74.3	2	148.6			
	Floor Post	0	7.4	2	14.8			
	Officer Toilet	0	4.2	1	4.2			
	Detainee Toilet	0	2.3	2	4.6			
	Secure Entrance Vestibule	0	5.6	1	5.6			
	Secure Post	0	11.1	1	11.1			
	Janitor Closet	0	3.7	1	3.7			
	Food Service Station	1	11.1	1	11.1			
	Condiment Station	1	2.3	1	2.3			
	Tray Drop	1	5.6	1	5.6			
	Staff Dining	41	60.9	1	60.9			
	Vending Machine	9	20.9	1	20.9			
	<b>Total Dept. Area</b>				<b>312.5</b>	<b>4.19776</b>	<b>1,311.8</b>	<b>14,121</b>
<b>CHAPLAINCY</b>								
	Chaplain	3	18.1	1	18.1			
	Storage	15	16.7	1	16.7			
	<b>Total Dept. Area</b>				<b>34.8</b>	<b>1.3017241</b>	<b>45.3</b>	<b>488</b>
<b>CENTRAL RECREATION</b>								
	Half Basketball	10	334.4	2	668.8			
	Multiple Purpose Room	20	46.5	1	46.5			
	Half Basketball	10	334.4	17	5684.8			
	Playing Field	25	6,503.0	7	45521.0			
	Recreational Specialist	0	6.0	3	18.0			
	Storage	41	45.7	1	45.7			
	Officer Toilet	1	4.2	3	12.6			
	Detainee Toilet	0	2.3	3	6.9			
	<b>Total Dept. Area</b>				<b>798.5</b>	<b>1.1428929</b>	<b>912.6</b>	<b>9,823</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>LIBRARY</b>								
	Study Table	34	63.2	1	63.2			
	Periodicals	44	49.1	1	49.1			
	Stacks	130	144.9	1	144.9			
	Library Desk	2	12.1	1	12.1			
	Work Room	2	14.9	1	14.9			
	Computer Room	34	63.2	1	63.2			
	Multiple Media Room	22	24.5	1	24.5			
	Distribution Carts	32	59.5	1	59.5			
	Storage	11	12.3	1	12.3			
	Detainee Toilet	0	2.3	2	4.6			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>456.2</b>	<b>1.1823761</b>	<b>539.4</b>	<b>5,806</b>
<b>LAW LIBRARY</b>								
	Study Table	26	48.3	1	48.3			
	Stacks	41	45.7	1	45.7			
	Library Desk	3	18.1	1	18.1			
	Copier	1	3.7	1	3.7			
	Computer Room	26	48.3	1	48.3			
	Detainee Toilet	0	2.3	2	4.6			
	<b>Total Dept. Area</b>				<b>168.7</b>	<b>1.2495554</b>	<b>210.8</b>	<b>2,269</b>
<b>PROGRAMS</b>								
	<b>Social Programs / Multiple Purpose</b>							
	Classroom	20	37.2	1	37.2			
	Teacher	0	9.3	1	9.3			
	Storage	6	6.7	1	6.7			
	Workroom	1	3.7	1	3.7			
	<b>Academic Education</b>							
	Classroom	20	37.2	4	148.8			
	Teacher	0	9.3	4	37.2			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Storage	6	6.7	4	26.8			
	Workroom	4	14.9	1	14.9			
	<b>Vocational Education</b>							
	Classroom	20	37.2	1	37.2			
	General Shop Workbench	20	185.8	2	371.6			
	Teacher	0	9.3	2	18.6			
	Storage	6	6.7	1	6.7			
	Workroom	2	7.4	1	7.4			
	<b>Arts and Crafts</b>							
	General Shop Workbench	10	92.9	2	185.8			
	Teacher	0	9.3	2	18.6			
	Storage	6	6.7	2	13.4			
	<b>Industries</b>							
	Supervisor	0	13.9	2	27.8			
	Officer Toilet	1	4.2	1	4.2			
	Detainee Toilet	0	2.3	5	11.5			
	<b>Total Dept. Area</b>				<b>987.4</b>	<b>1.2166295</b>	<b>1,201.3</b>	<b>12,931</b>
	<b>HAIR CARE</b>							
	Barber Chair	3	8.4	1	8.4			
	Waiting	3	5.6	1	5.6			
	Storage	3	3.3	1	3.3			
	Detainee Toilet	0	2.3	1	2.3			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>27.5</b>	<b>1.7672727</b>	<b>48.6</b>	<b>523</b>
	<b>COMMISSARY</b>							
	Vending Machine	6	13.9	1	13.9			
	Dispensing Window	3	7.0	1	7.0			
	Cart Makeup	22	24.5	1	24.5			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Processing Counter	1	4.6	1	4.6			
	Short Term Storage	13	14.5	1	14.5			
	Restricted Storage	7	7.8	1	7.8			
	Bulk Storage	0	0	1				
	Detainee Toilet	0	2.3	1	2.3			
	Service Supervisor	0	7.4	1	7.4			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	<b>Total Dept. Area</b>				<b>89.9</b>	<b>1.4916573</b>	<b>134.1</b>	<b>1,443</b>
	<b>LAUNDRY SERVICE</b>							
	Soiled Staging	11	20.4	1	20.4			
	Sorting	11	20.4	1	20.4			
	Laundry Equipment	33	61.3	1	61.3			
	Chemical Storage	7	13.0	1	13.0			
	Folding	14	26.0	1	26.0			
	Exchange Cart Make-up	8	14.9	1	14.9			
	Cart Storage	8	14.9	1	14.9			
	Clean Storage	33	61.3	1	61.3			
	Mending	11	20.4	1	20.4			
	Detainee Toilet	0	2.3	3	6.9			
	Laundry Issue	8	14.9	1	14.9			
	Service Supervisor	0	7.4	1	7.4			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	1	3.7			
	Long Term Linen Storage	0	0	1				
	Receiving Dock	0	0	1				
	Medium Vehicle Bay	0	0	1				
	Large Vehicle Bay	0	0	1				
	<b>Total Dept. Area</b>				<b>289.7</b>	<b>1.2651018</b>	<b>366.5</b>	<b>3,945</b>
	<b>WAREHOUSE</b>							
	Long Term Commissary Storage	43	47.9	1	47.9			
	Long Term Linen Storage	17	19.0	1	19.0			

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
	Long Term Food Dry Goods	5	5.6	1	5.6			
	Maintenance Storage	0	0	1				
	Vehicle Maintenance Storage	0	0	1				
	Office Goods Storage	123	137.1	1	137.1			
	Chemical Storage	368	410.2	1	410.2			
	Bulk Storage	980	1092.5	1	1092.5			
	Detainee Toilet	0	2.3	2	4.6			
	Service Supervisor	0	7.4	1	7.4			
	Supply Clerk Workstation	0	6.0	1	6.0			
	Officer Toilet	1	4.2	1	4.2			
	Janitor Closet	0	3.7	2	7.4			
	Receiving Dock	5	46.5	1	46.5			
	Medium Vehicle Bay	1	75.2	1	75.2			
	Large Vehicle Bay	4	408.8	1	408.8			
	<b>Total Dept. Area</b>				<b>2272.4</b>	<b>0.8182978</b>	<b>1,859.5</b>	<b>20,016</b>
	<b>MAINTENANCE</b>							
	Maintenance Supervisor Office	0	13.9	1	13.9			
	Craftsmen	9	83.6	1	83.6			
	Electronics / ADP Lab	8	74.3	1	74.3			
	General Shop Workbench	20.4	189.5	1	189.5			
	Plumbing Shop	6.8	63.2	1	63.2			
	Electrical Shop	6.8	63.2	1	63.2			
	Paint Shop	1.7	18.6	1	18.6			
	HVAC Shop	5.1	47.4	1	47.4			
	Welding Shop	1.7	18.6	1	18.6			
	Tool Room	85	94.8	1	94.8			
	Grounds Maintenance	8.5	79.0	1	79.0			
	Medium Vehicle Bay	4	301.0	1	301.0			
	Staff Toilet	2	11.1	1	11.1			
	Storage	10	11.1	1	11.1			
	<b>Total Dept. Area</b>				<b>1069.3</b>	<b>1.0821097</b>	<b>1,157.1</b>	<b>12,455</b>

Dept	Space	Capacity	Size SM	Quantity	Net SM	Factor	Total SM	Total SF
<b>PHYSICAL PLANT</b>								
	Mechanical Rooms	0	2,273.5	1	2273.5			
	Electrical Room	12	133.8	1	133.8			
	Electrical Closet	0	7.4	33	244.2			
	Tel / Comm Room	12	133.8	1	133.8			
	Tel / Comm Closet	0	7.4	50	370.0			
	UPS Battery Room	0	6.0	1	6.0			
	Emergency Generator	0	18.6	1	18.6			
	Janitor Closet	0	3.7	50	185.0			
	<b>Total Dept. Area</b>				<b>3364.9</b>	<b>1.1179827</b>	<b>3,761.9</b>	<b>40,494</b>
	Main Gatehouse	2	11.1	1	11.1			
	Officer Toilet	1	4.2	1	4.2			
	Public Parking							
	Outdoor Parking Space	0	18.6	139	2585.4			
	Staff Parking							
	Outdoor Parking Space	0	18.6	517	9616.2			
	Service Parking							
	Outdoor Parking Space	0	18.6	20	372.0			

# CHAPTER 42: SPACE STANDARDS

## Objective

*This chapter describes the spatial requirements of typical areas in the SPC.*

## List of Standards

The following list identifies spatial standards for different typical areas in the SPC facility. Planning standards for spaces with variable capacity are provided per unit of capacity.

**Table 42.1 Space Standards**

<i>Space Type</i>	<i>SM</i>	<i>SF</i>
<i>Office Spaces</i>		
Facility Administrator	18.6	200
Commander	18.6	200
Immigration Judge	16.7	180
Supervisory Management	15.8	170
Assist./Dept. Administrator	13.9	150
Supervisor	13.9	150
Service Supervisor	7.4	80
Senior Officer	13.9	150
Paralegal	13.9	150
Medical Health Care Provider	13.9	150
Mental Health Care Provider	13.9	150
Officer	11.1	120
Attorney	11.1	120
Head Nurse	11.1	120
Teacher	9.3	100
Specialist	9.3	100
Technician	9.3	100
Open Workstation	7.4	80
Secretary/Admin. Officer	7.4	80
Nurse Desk Position	7.4	80

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
Clerk	6	65
Computer Workstation	3.2	35
General Office	Varies	
Transportation Staging	7.4	80
US Marshall Office	7.4	80
Asylum Pre-Screening	11.1	120

*Office Support Spaces*

Files/Storage per Cabinets	1.1	12
Computer per Printer	1.1	12
Copier (average size)	3.7	40
Fax (per machine)	1.9	20
Mail (per workstation)	3.2	35
Toilet with Shower	7.4	80
Conference (per occupant)	2	22
Classroom (per student)	1.9	20
Physical Training (per training station)	7.4	80
Interview Room	9.3	100
Waiting (per seat)	1.9	20
Public Counter (per position)	3.7	40
Storage Closet	7.4	80
Break Room (per seat)	2.3	25
Computer Room (per equipment item)	5.6	60

*General Spaces*

Vestibule	5.6	60
Metal Detector	7.4	80
Luggage Search	6.7	72

*Special Purpose Spaces*

Hearing Room	55.7	600
Master Hearing Room	83.5	900

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
<i><b>Electronics Spaces</b></i>		
Elec. Comm. (per rack)	2	22
Dispatch Equipment Room	25.1	270
UPS Battery Room (per rack)	6	65
Console (per position)	13.9	150
<i><b>Detainee Spaces</b></i>		
Holding Single Occupant	3.7	40
Holding Multiple Occupant	0.6	7
Cell Unencumbered Space Single Occupant	3.2	35
Cell Unencumbered Space Multiple Occupant	2.3	25
Cell Bunk Footprint (per two occupants)	1.7	18
Cell Toilet	0.5	5
Cell ADA Toilet	0.9	10
Cell Desk (per two occupants)	0.5	5
Cell Storage Locker (per two occupants)	0.2	2
Cell ADA WC Single Occupant	2.8	30
Cell ADA WC Multiple Occupant	0.9	10
Cell Special Needs Access	3.3	36
Dormitory Bed (per two occupants)	4.6	50
Dormitory Bed ADA	5.6	60
Dayspace (per occupant)	3.2	35
Housing Dining (per seat)	0.9	10
Dining (per seat)	1.5	16
Visual Supervision Add-In (per occupant)	2.3	25
Storage Personal Property (per detainee)	0.2	2

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
Detainee Uniform Storage (per detainee)	0	0.3
Shower/Dressing Area	1.9	20
Valuables Storage (per detainee)	0	0.05

*Processing Spaces*

Processing Counter (per position)	4.6	50
IDENT Counter (per position)	4.6	50
Fingerprint / Photo	4.6	50
Interview	7.4	80
Search Room	9.3	100

*Security Command Spaces*

Floor Post	7.4	80
Secure Post	11.1	120
Monitor Post	3.7	40
Unit Manager	11.1	120
Unit Programs Staff	7.4	80
Unit Classification Staff	7.4	80
Armory (per storage rack)	1.1	12
Sallyport	7.4	80
Sallyport Storage	2.8	30
Secure Entrance Vestibule	5.6	60
Arresting Officer Vehicles	16.7	180
Vehicle Sallyport, Bus	187.9	2025
Vehicle Sallyport, Van	102.7	1107
Security Screen	17.8	192
Main Gatehouse	5.6	60

*Hygiene Spaces*

Staff Toilet	5.6	60
Officer Toilet	4.2	45
Public Toilet	5.6	60

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
Shower	1.9	20
Lockers	0.6	7
Detainee Toilet	2.3	25
<i><b>Inmate Activity Spaces</b></i>		
Recreation Yard	140	1,500
Half Basketball	334	3,600
Playing Field	6 500	70,000
<i><b>Laundry</b></i>		
Laundry Storage (per detainee)	0.2	2
Personal Laundry (per machine)	4.6	50
<i><b>Food Service</b></i>		
Food Service Area (per serving table)	13	140
Snack Counter (per 3 LF of counter)	3.7	40
Nourishment Area (per 5 LF counter)	7	75
Housing Bulk Food Service	18.6	200
Refrigerator (per machine)	1.4	15
Food Prep (per station)	5.6	60
Scullery (per station)	7.4	80
Food Service (per work station)	11.1	120
Condiment (per dispensing station)	2.3	25
Vending (per machine)	2.3	25
Tray Drop	5.6	60
Servery Kitchen	9.3	100
Retherm Kitchen	13.9	150
Clean Up (per station)	5.6	60
<i><b>Medical Space</b></i>		
Trauma Room	26	280
TB Isolation Room	7.4	80
Exam Room	13	140

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
Radiographic Room	25.1	270
Dental Operatory	18.6	200
Nourishment (per 5 LF Counter)	2.3	25
Clean Supply (per cart)	2.3	25
Soiled Utility (per cart)	2.3	25
Linen Supply (per cart)	2.3	25
Medical Equipment Storage (per storage unit)	2.3	25
Counseling Room	7.4	80
Medications (per storage unit)	2.8	30
Dark Room	9.3	100
Pharmacy Dispensing Window (per counter position)	2.3	25
Pharmacy Processing Counter (per counter position)	3.7	40
Lab (per station)	5.6	60

### *Visiting Spaces*

Visiting Processing	3.7	40
Non-Contact Visiting	3.7	40
Non-Contact ADA Visiting	5.6	60
Contact Visiting	5.6	60
Attorney Visiting	9.3	100

### *Program Space*

Meeting Room (per seat)	2.3	25
Multiple Purpose Room (per seat)	2.3	25
Study Table (per seat)	1.9	20
Commissary (per detainee)	0.3	3
Barber Chair (per chair)	2.8	30
Library (per detainee)	0.5	5
Workroom (per work area)	3.7	40

---

<i><b>Space Type</b></i>	<i><b>SM</b></i>	<i><b>SF</b></i>
<i><b>Industrial Space</b></i>		
Receiving Dock (per dock bay)	9.3	100
General Storage (per storage unit)	1.1	12
General Shop Workbench (per station)	9.3	100
Electronic Shop Bench (per station)	9.3	100
Facility Shop Workstation (per station)	9.3	100
Structured Parking (per space)	16.7	180
Outdoor Parking (per space)	18.6	200
Light Vehicle Bay (per space)	52	560
Medium Vehicle Bay (per space)	75.2	810
Large Vehicle Bay (per space)	102.1	1,100
Alignment/Suspension Bay (per space)	75.2	810
Engine Work Area (per machinist station)	13.9	150
Machine Shop (per machinist station)	7	75
Bodywork Bay	98	1,056
Paint Booth	93.5	1,008
<i><b>Physical Plant Spaces</b></i>		
Janitor Closet	3.7	40
Tel/Comm Closet	7.4	80
Electrical Closet	7.4	80
Emergency Generator	18.6	200

# Illustrated Space Standards

The following illustrations depict typical spaces in an SPC.

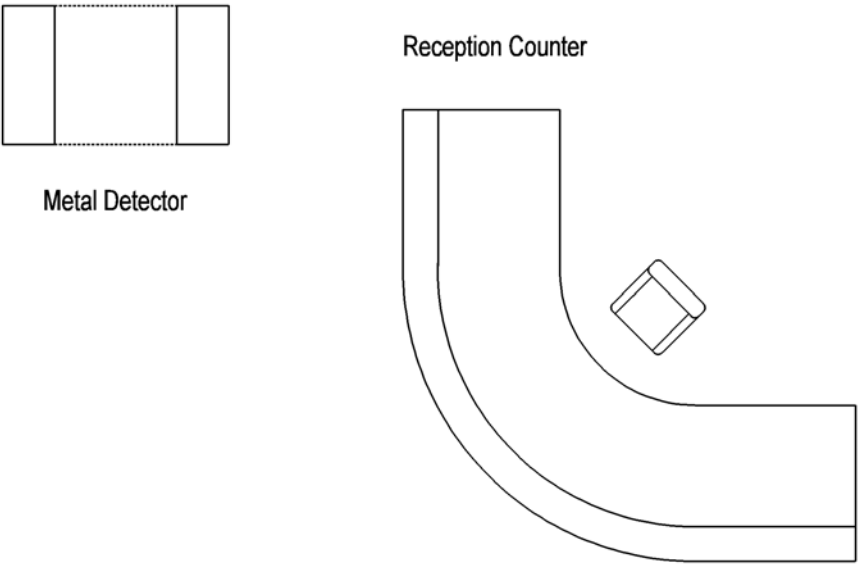


Figure 42.1 Public Reception & Metal Detector

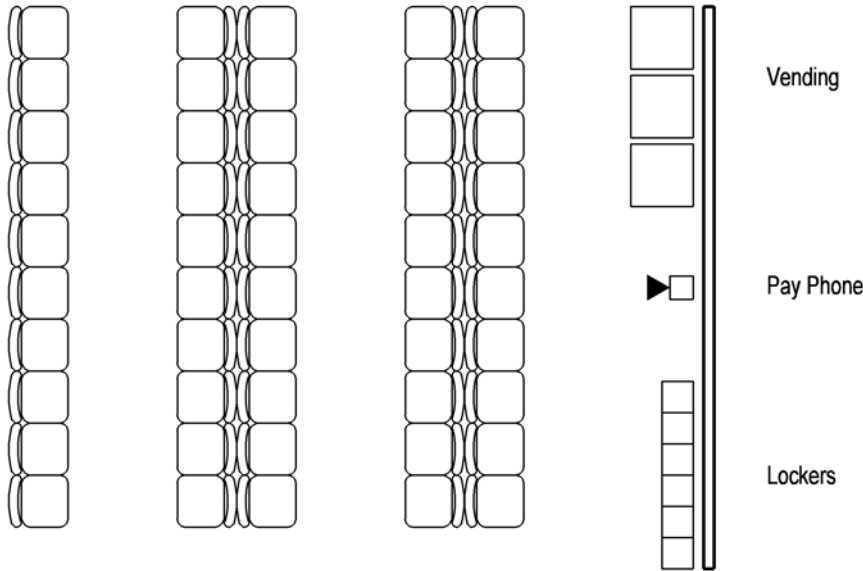
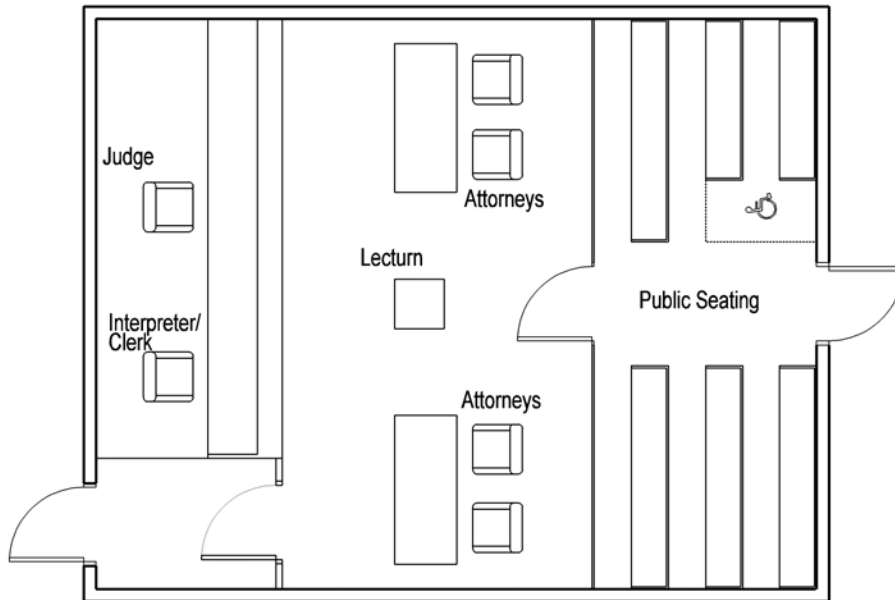
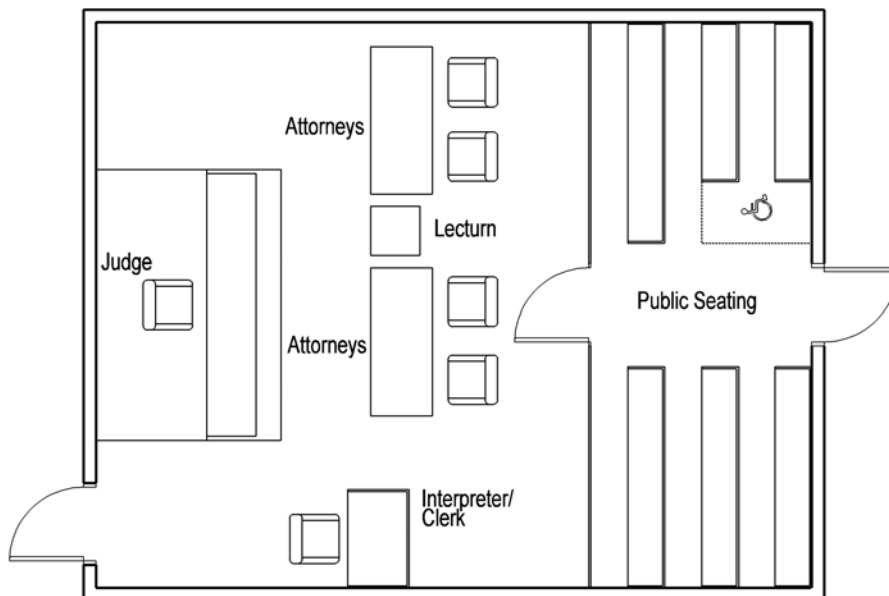


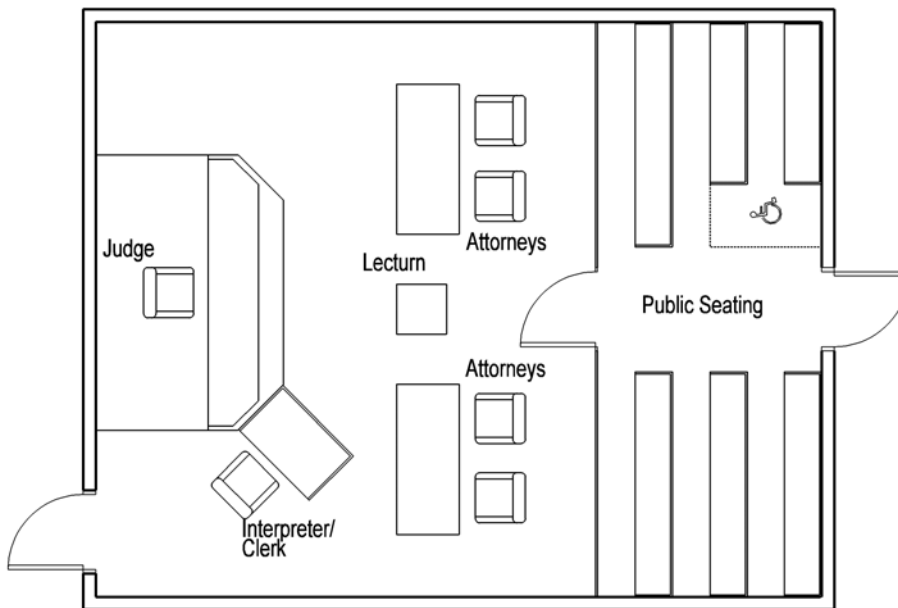
Figure 42.2 Public Waiting



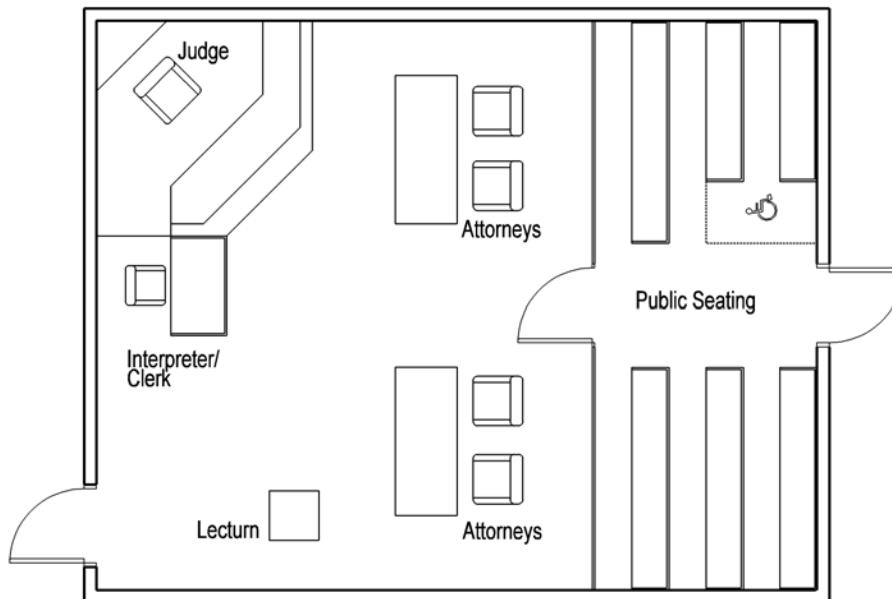
**Figure 42.3 Option 1: EOIR Courtroom Plan with Long Bench**



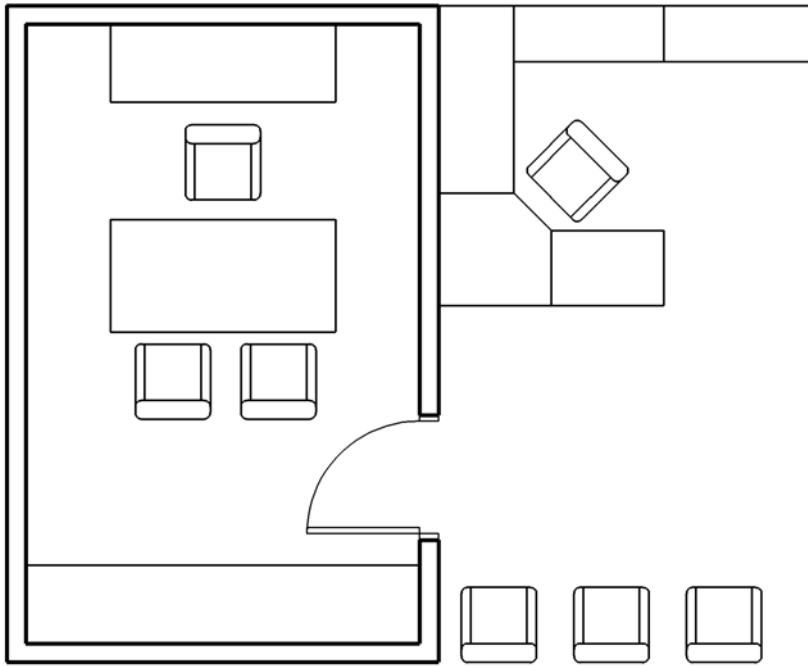
**Figure 42.4 Option 2: EOIR Courtroom Plan with Center Bench & Detached Interpreter Clerk Stand**



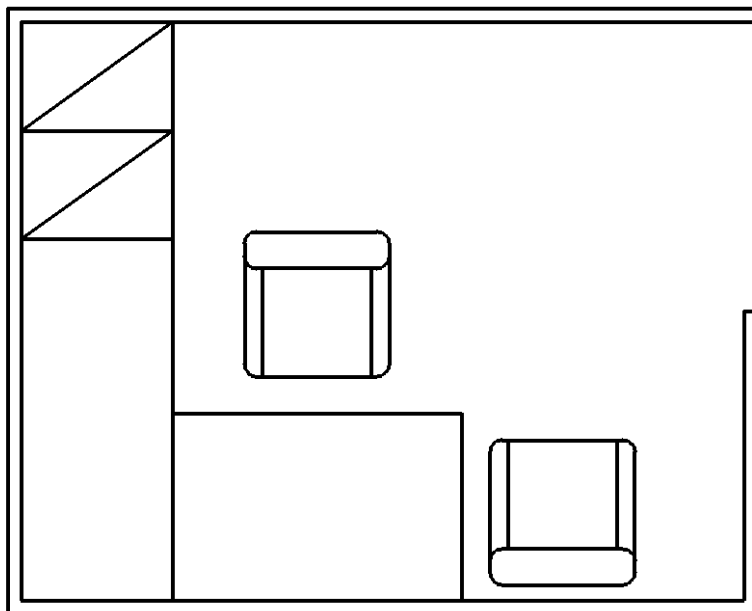
**Figure 42.5 Option 3: Center Bench & Attached Interpreter Clerk Stand**



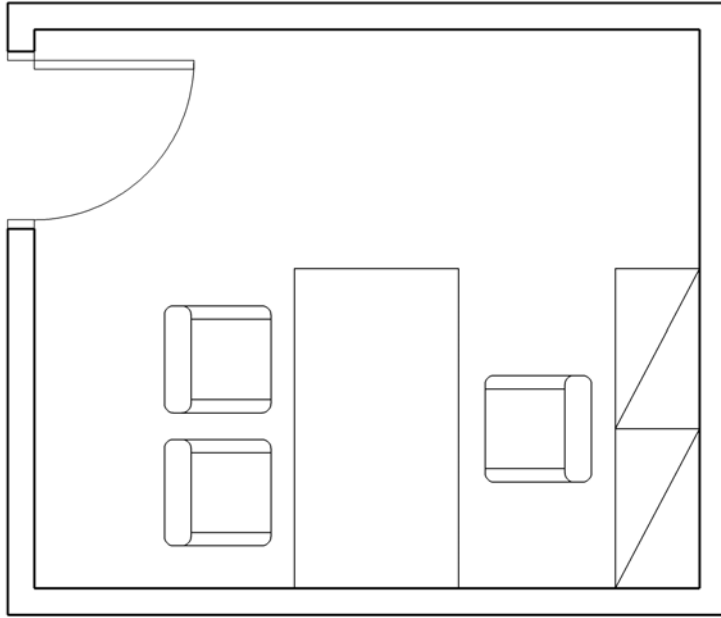
**Figure 42.6 Option 4: EOIR Courtroom Plan with a Corner Bench**



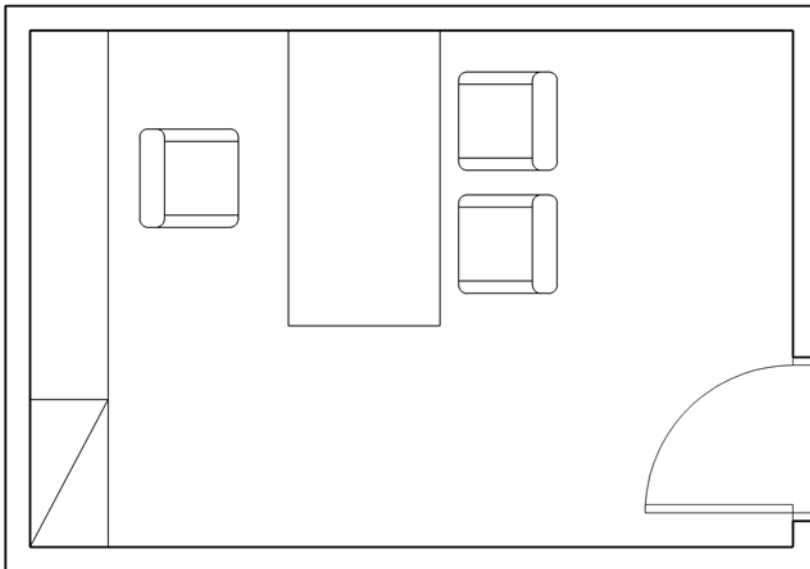
**Figure 42.7 Judge's Chambers Suite**



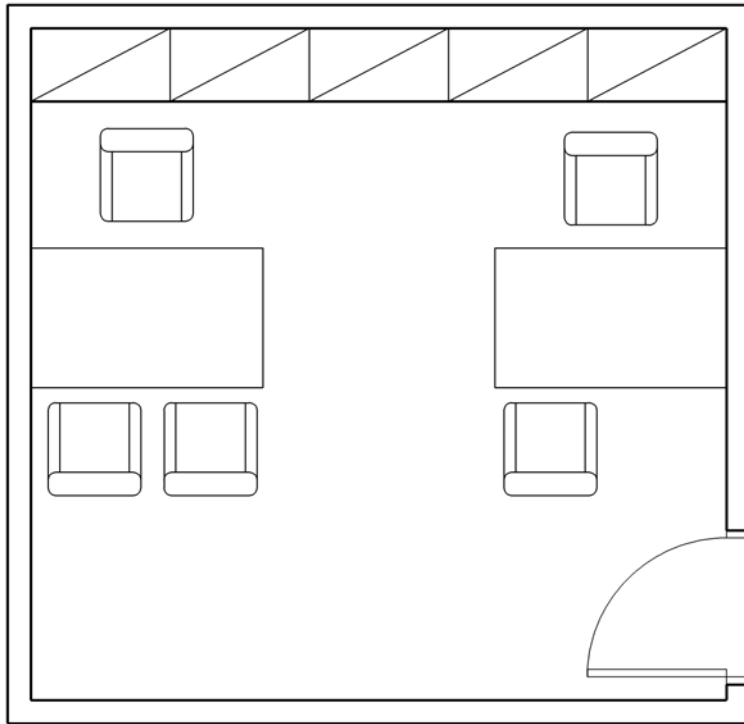
**Figure 42.8 Open Work Station**



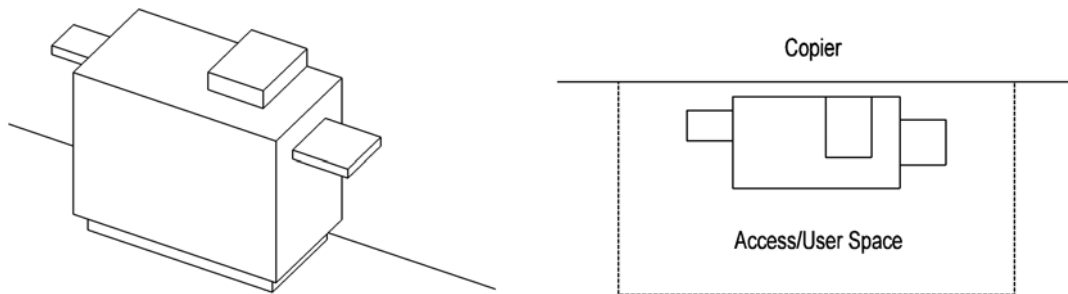
**Figure 42.9 Small Enclosed Office**



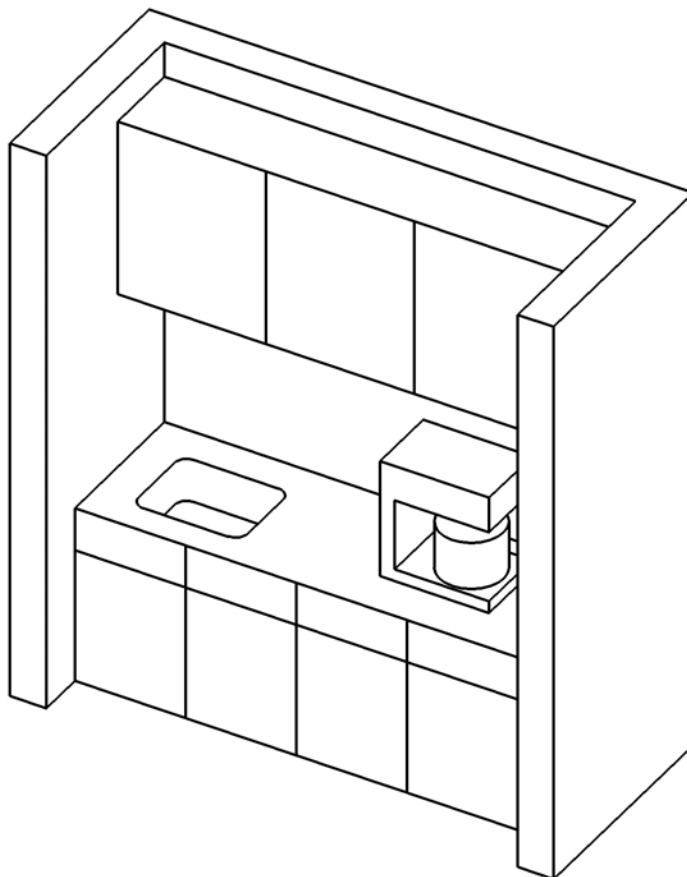
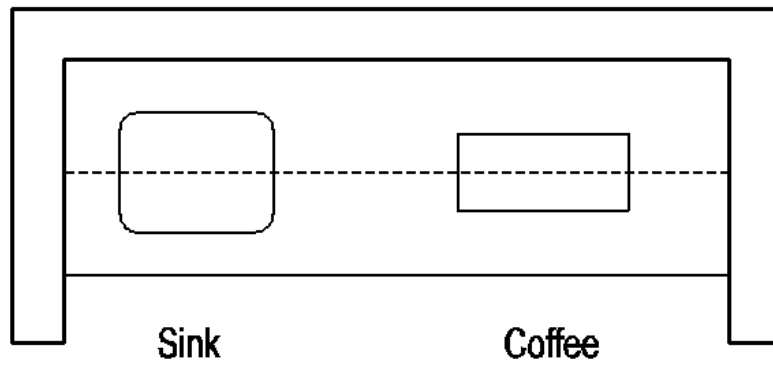
**Figure 42.10 Large Enclosed Office**



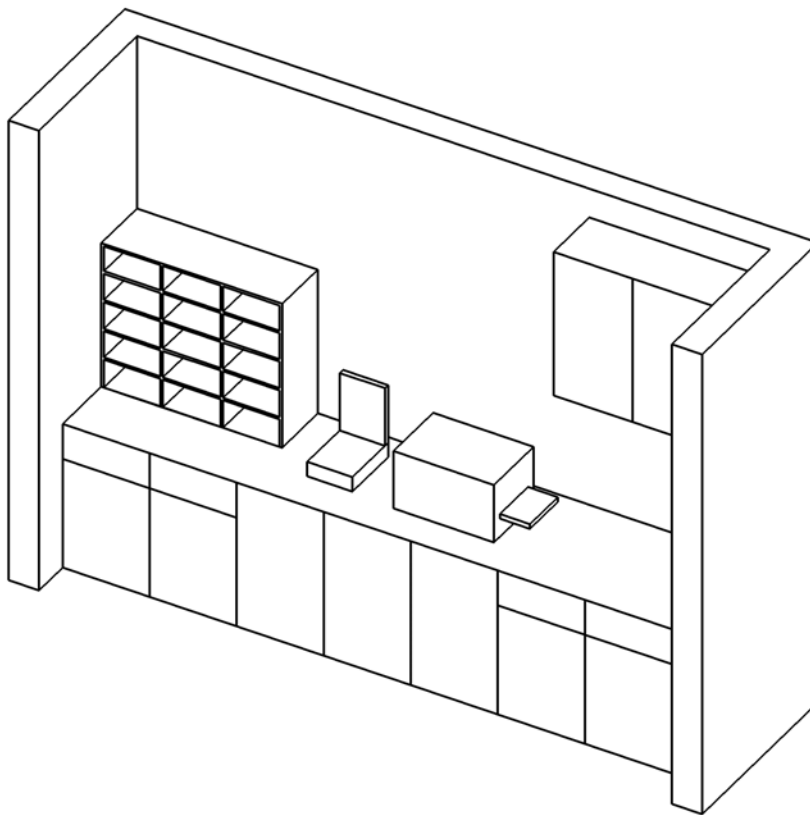
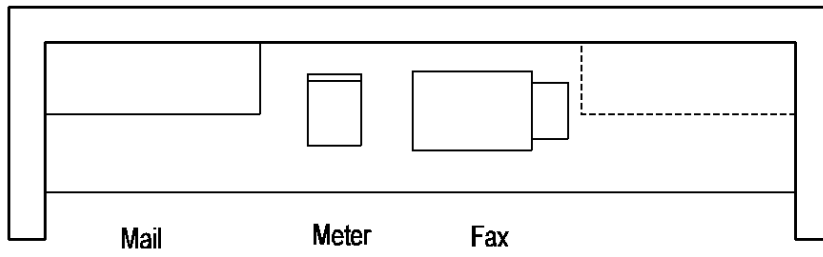
**Figure 42.11 Shared Office**



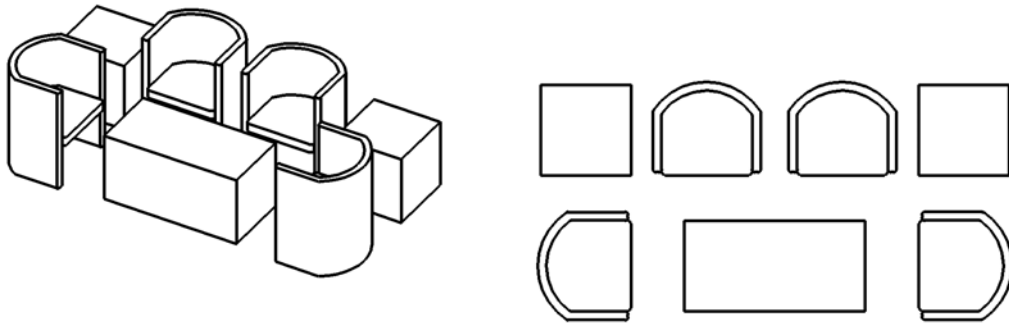
**Figure 42.12 Copier**



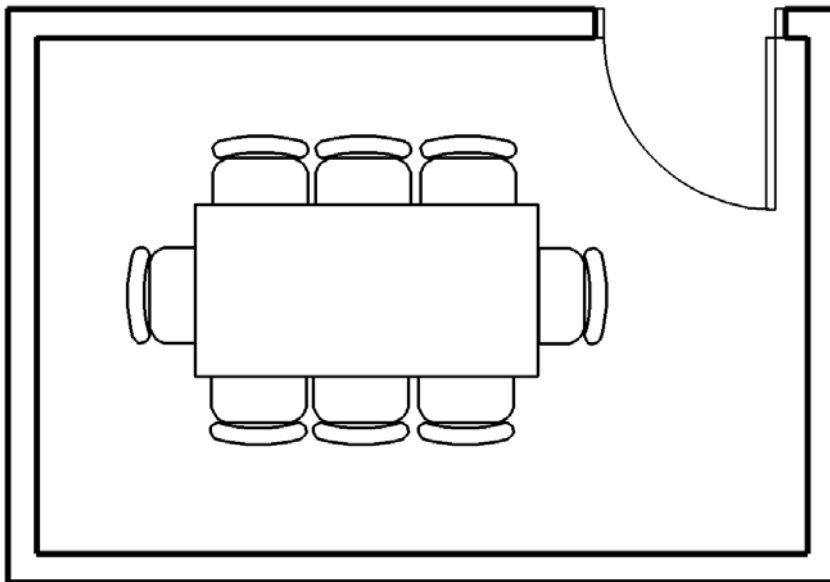
**Figure 42.13 Coffee Counter**



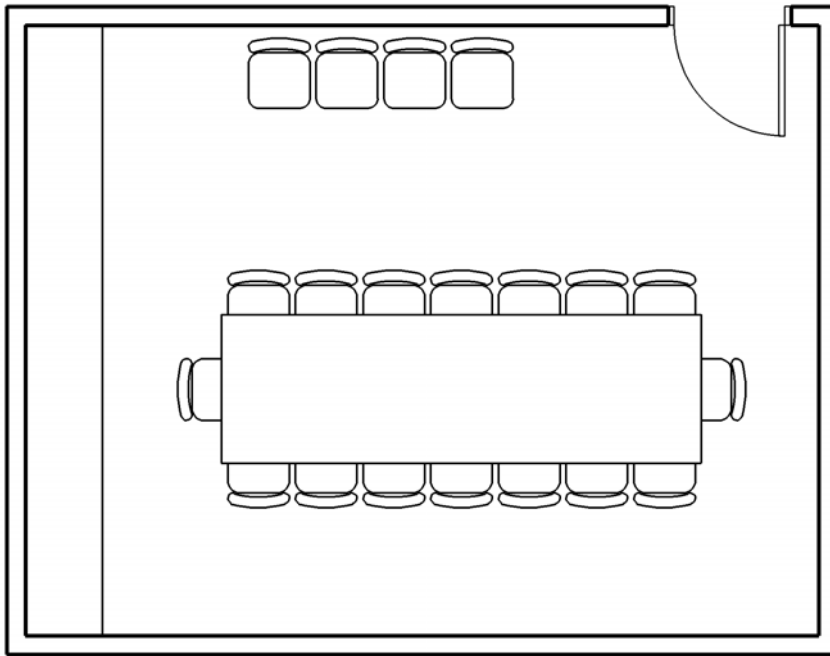
**Figure 42.14 Mail/Fax/Storage**



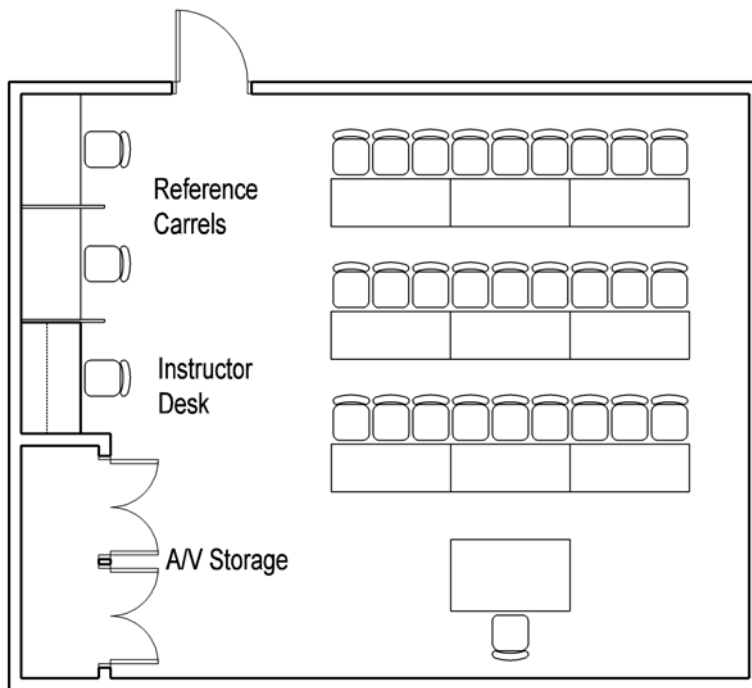
**Figure 42.15 Waiting**



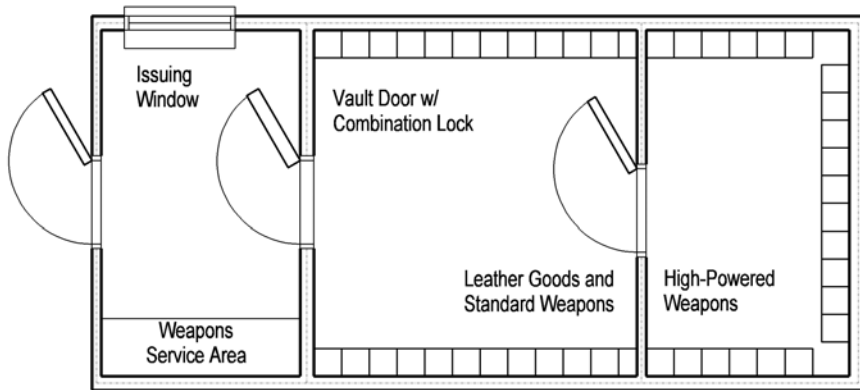
**Figure 42.16 Small Meeting/Disciplinary Hearing**



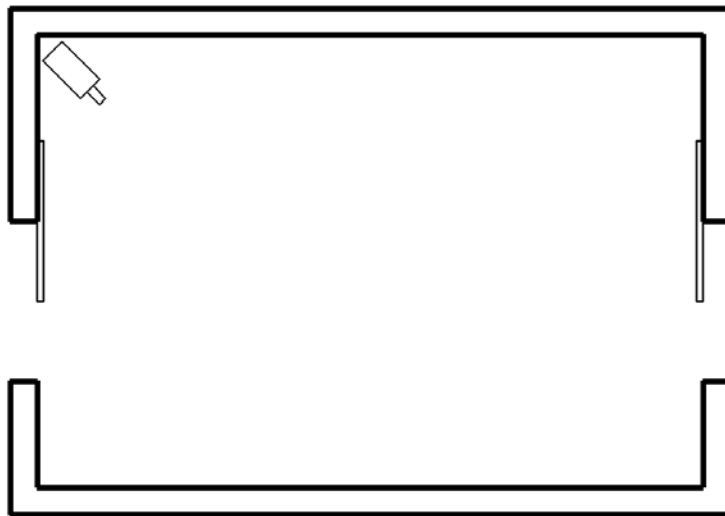
**Figure 42.17** Conference, can vary



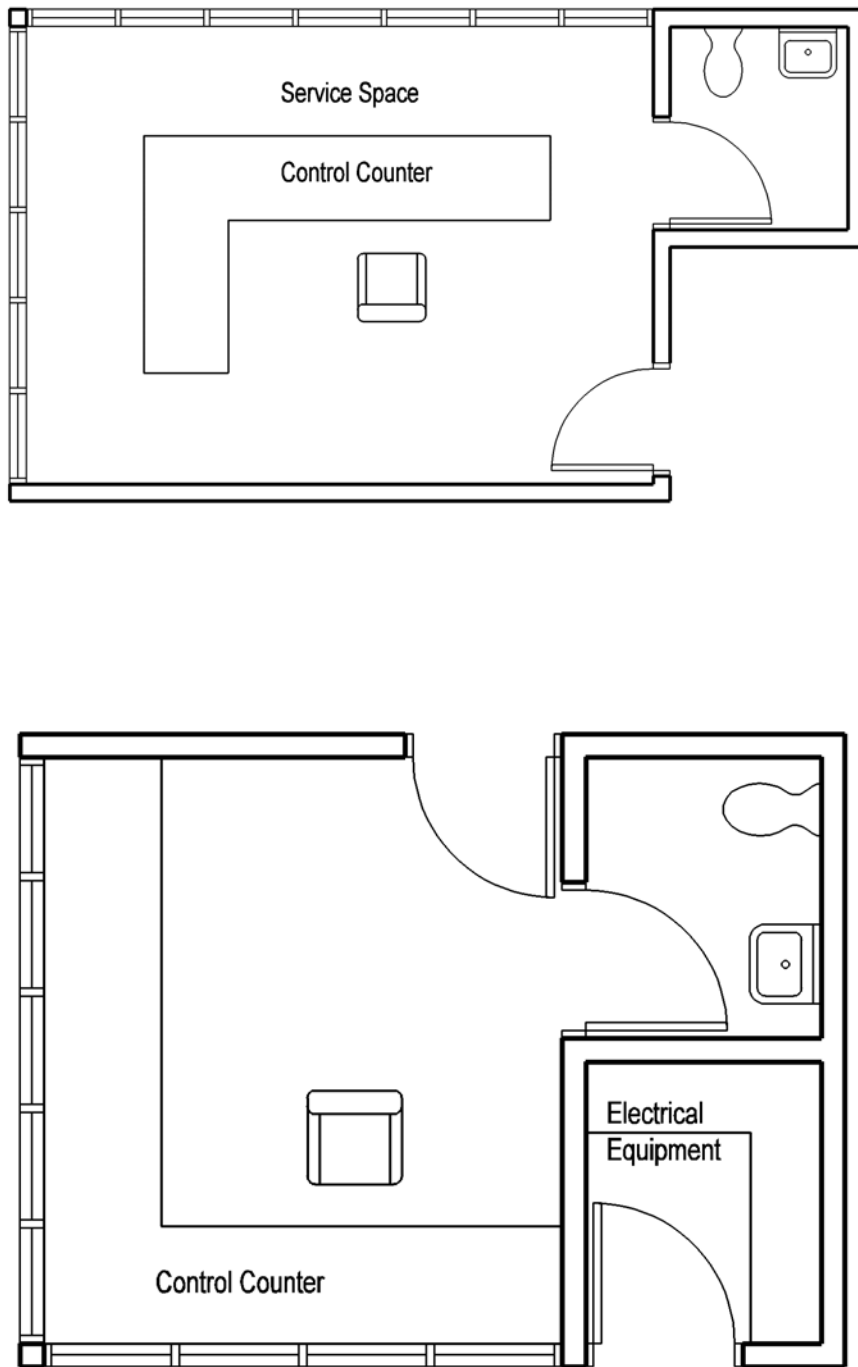
**Figure 42.18** Classroom/Muster, can vary



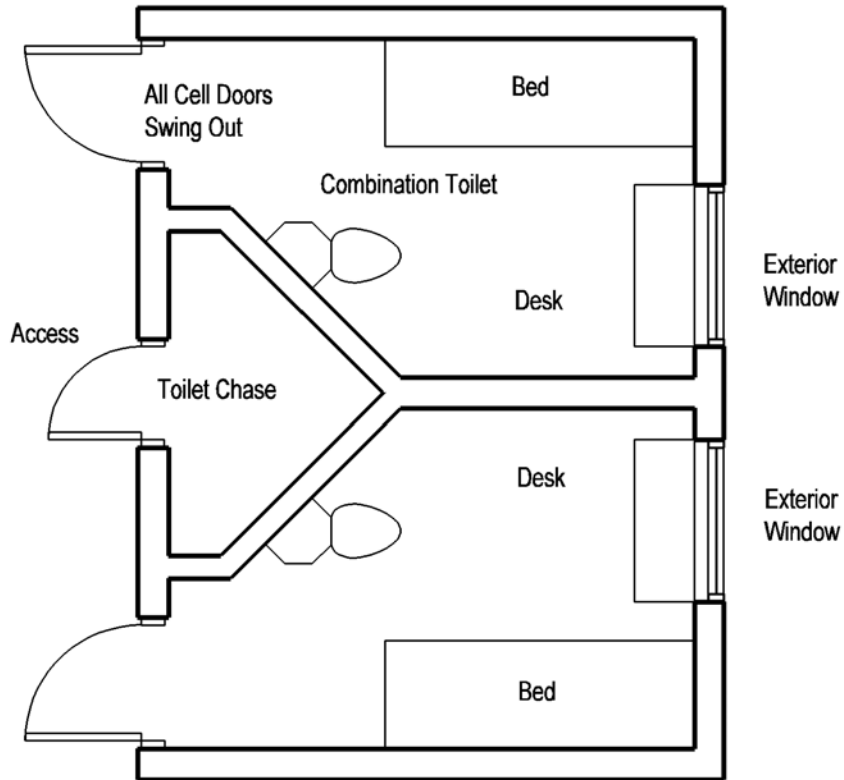
**Figure 42.19 Armory**



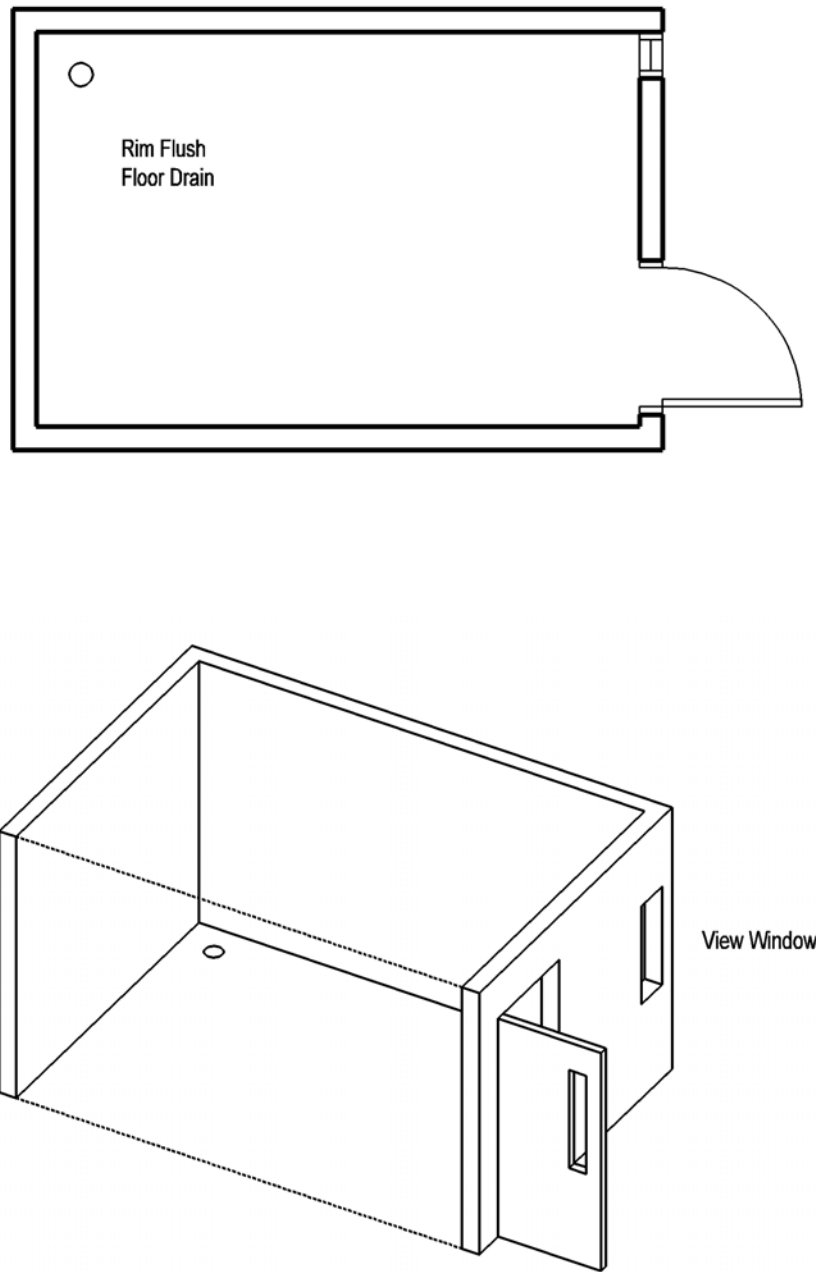
**Figure 42.20 Pedestrian Sallyport**



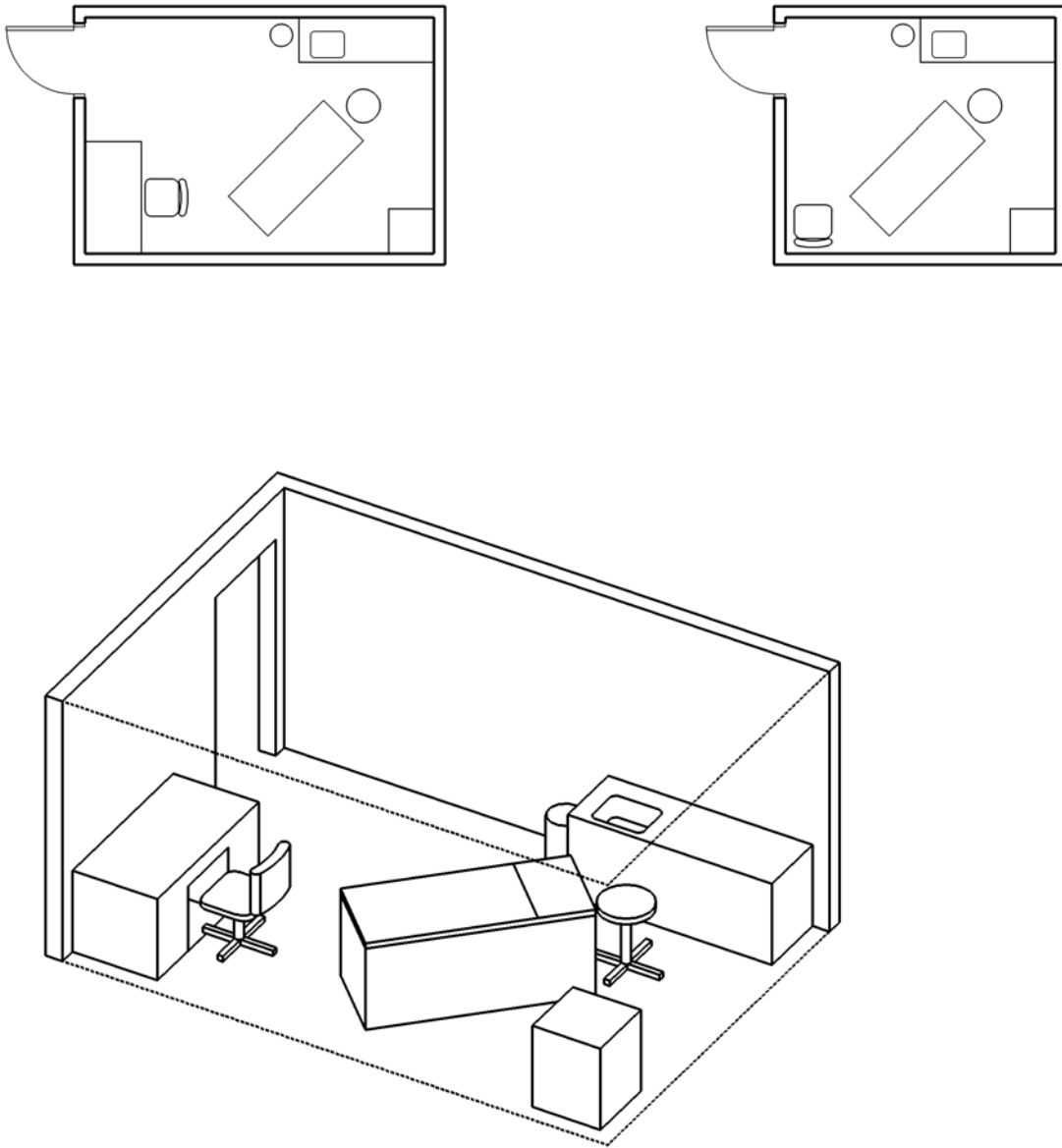
**Figure 42.21 Central Control, with Front or Under Counter Service Access**



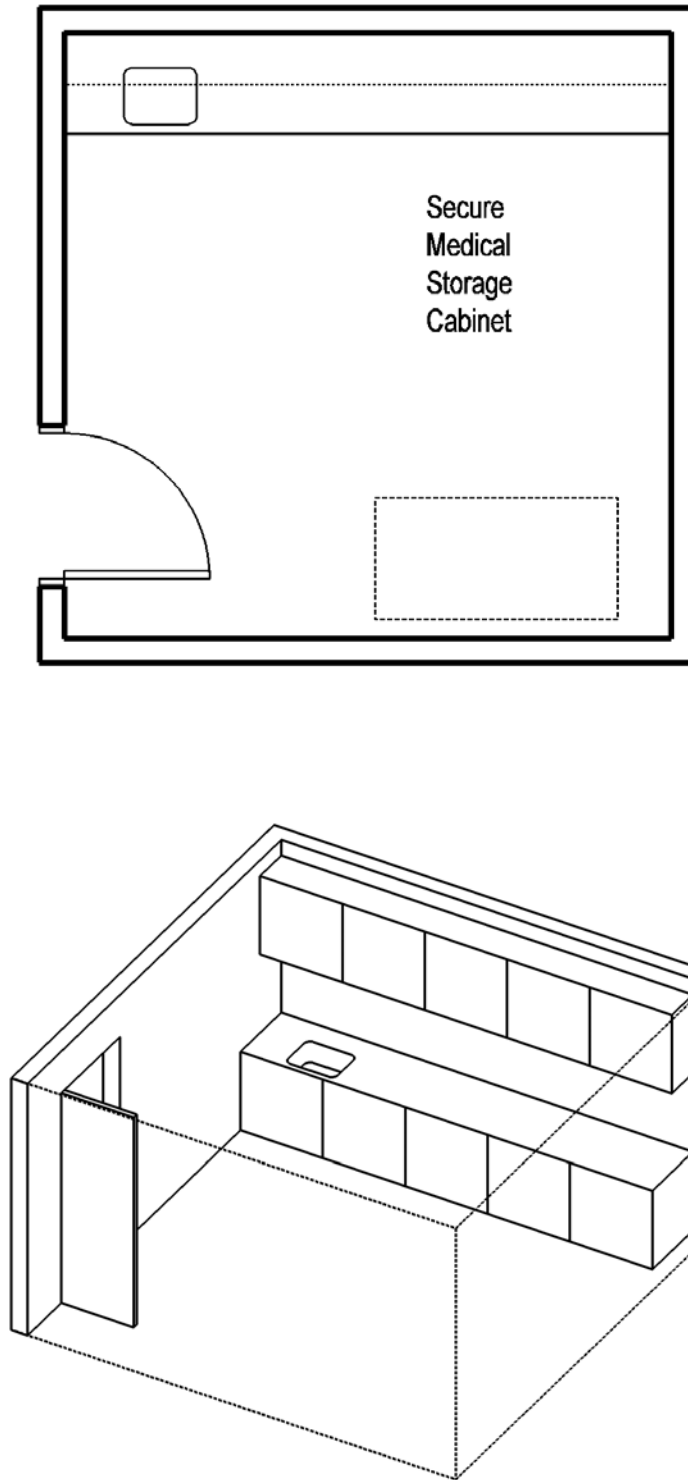
**Figure 42.22 Single Cells**



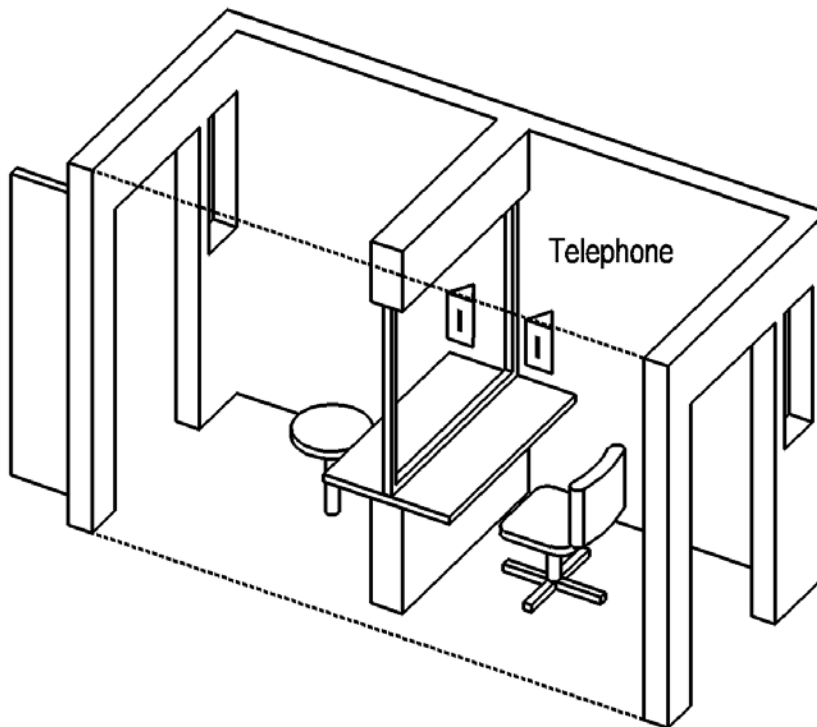
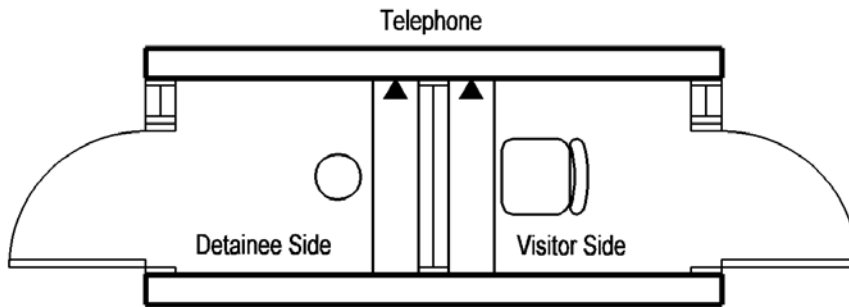
**Figure 42.23 Medical Isolation Cell**



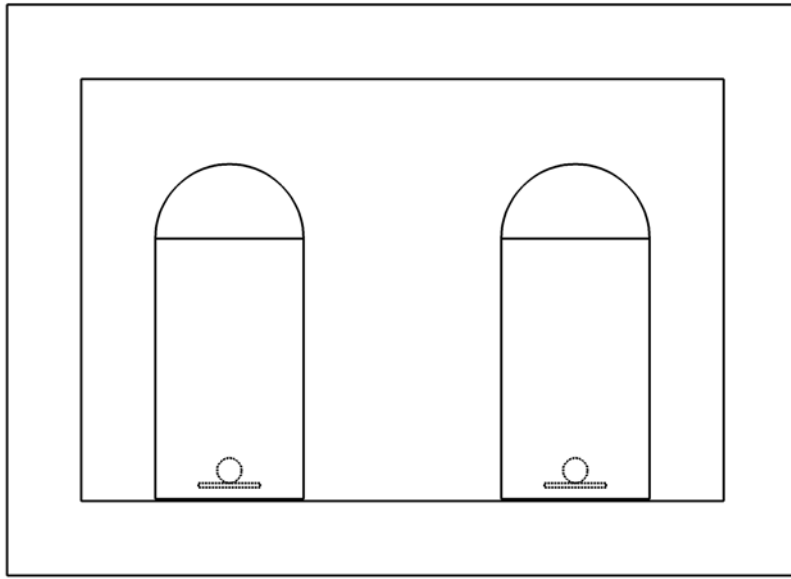
**Figure 42.24 Medical Exam with Physician Desk / without Physician Desk**



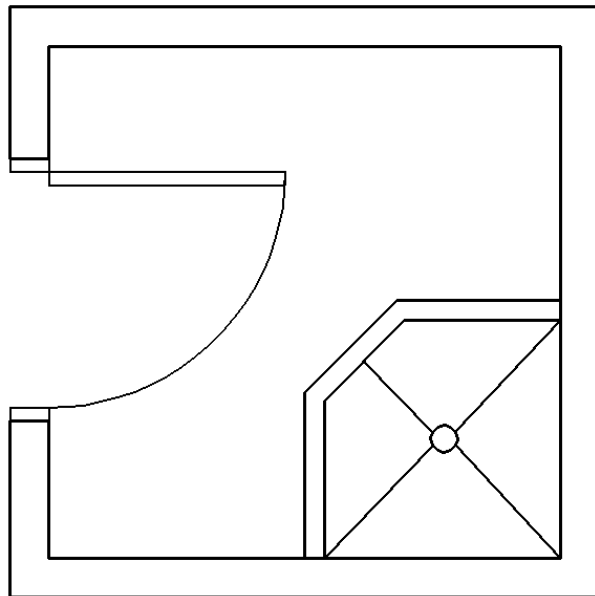
**Figure 42.25 Clean Utility/Lab**



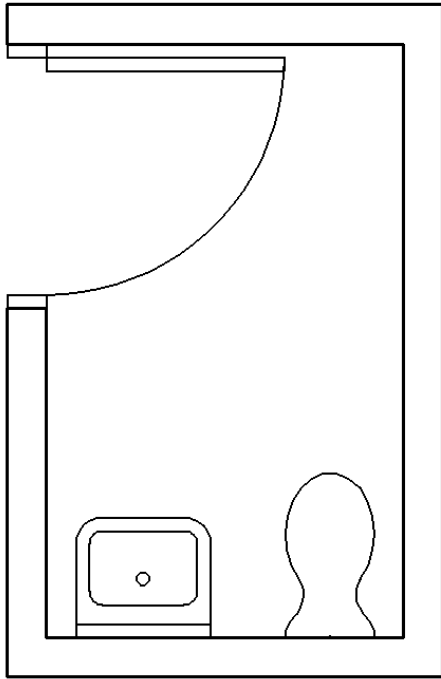
**Figure 42.26 Non-Contact Visiting**



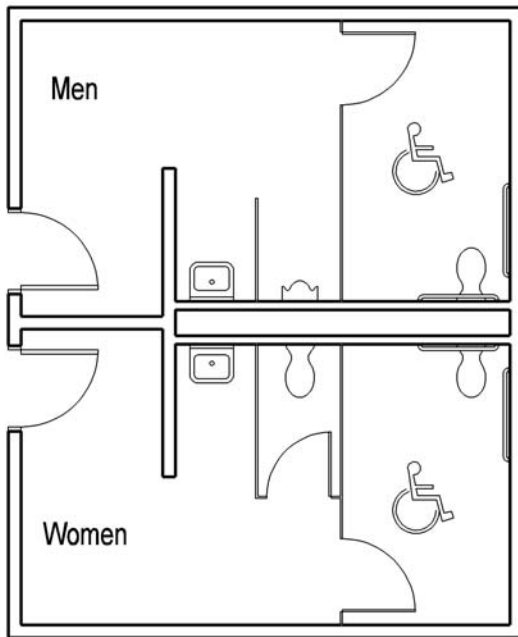
**Figure 42.27 Recreation Yard**



**Figure 42.28 Janitor Closet**



**Figure 42.29 Staff Toilet**



**Figure 42.30 Public Toilet**

# CHAPTER 43: GLOSSARY

**ACA** - American Correctional Association.

**Adjacency** - The physical location of one component to another.

**Administrative Segregation (Ad Seg)** - Single-cell accommodations for high-security-risk detainees who are kept separated, generally temporarily, from the general population for greater security control. Not part of the rated bed capacity of the facility.

**Average Length of Stay** - The average time duration from processing entry to transfer, deportation, or release for a typical detainee.

**Basic Security Areas** - Areas intermittently occupied by detainees. Areas include: health services, dining, recreation, multi-purpose, and programs.

**Campus** - Group of buildings relating together on a site.

**Cell** - A room where one or two detainees live.

**Central Control** - Staff position located in a secure space that controls activities insuring security within the facility.

**Circulation Space (Primary)** - The internal corridor, stair, and elevator pathways connecting the major spaces in the facility.

**CMU** - Concrete masonry unit wall construction.

**Codes** - Minimum criteria established to protect life safety of the occupants.

**Commissary** - An SPC component which stocks and a variety of "convenience store" items for sale to detainees.

**Concertina** - Barbed tape/razor-ribbon coiled wire used as an obstacle.

**Contact Visiting** - Where detainees and visitors may visit in the same room with no barriers between them.

**Contraband** - Items which detainees are not allowed to have within the facility, such as weapons and illegal narcotics.

**Cost Adjustment Ratio** - Product of the Means Cost Index and Unit Cost Factor that will yield the appropriate unit cost for location and facility type. This factor accounts for differences in construction cost as a result of type and location of facility.

**Criteria** - Information provided within the Guide to inform the document user of an SPC's architectural requirements.

**Dayroom** - A general recreation room for detainees, usually consisting of TV area and tables for games.

**Deportation** - A group within the SPC responsible for managing a detainee's case and deporting detainees.

**Deportation Case** - Aliens who are awaiting a final determination as to whether they can or cannot remain in the U.S.

**Detainee** - An individual who is being held by the INS until his legal citizenship status is determined.

**Detainee Identification or Count** - Specific times, several times a day, during which detainees are literally counted to assure that there have been no escapes.

**Detainee Visiting** - Includes counsel with attorneys and visits from family and friends, in a non-contact situation.

**Detainee Work Programs** - Detainee labor used to perform low-skill level tasks in non-security-sensitive jobs, such as food preparation, laundry, and grounds keeping.

**Detention and Removal Operations** - A division within the INS which is responsible for SPC facilities managed by the INS.

**Detention Staff** - The staff required to maintain incarceration of detainees.

**Disciplinary and Medical Segregation** - Provided for the temporary separation of a detainee from the general population for security or health reasons.

**Docket Team** - A team within Deportation responsible for specific cases.

**Dorm** - A room where four or more detainees live.

**Efficiency Factor** - The amount that net area must be increased to yield total gross building area requirements. This factor accounts for all circulation internal to the component, structure, chases and voids, and planning efficiency.

**Employment Authorization Documents** - Documents required by aliens to work within the U.S.

**Enhanced-Security Areas** - Areas occupied by detainees who represent high security risk and are therefore under continuous supervision or areas that require strong protection from assault. Areas include: cells, holding cells, central control, armory, fixed staff post, processing and the pharmacy.

**EOIR** - Executive Office for Immigration Review. Agency that determines the outcome of an applicant's request for admission and residency within the U.S.

**EOIR Court** - Hears cases for aliens detained within the SPC as well as aliens who are free on bond or on their own recognizance.

**Escalation Factor** - Adjustment for inflation from base cost year.

**Fixed Staff Post** - Staff post enclosed by secure partitions providing supervision services.

**Food Service** - The preparation and serving of meals to detainees. Meals may be provided to detainees in centralized dining locations or at the housing unit.

**General Population** - Detainees classified as a normal security risk. They may be housed in a dormitory setting and allowed to move around the campus without special escort.

**Goals** - The objectives the facility must fulfill as defined by the INS.

**Gross Square Meters (Square Feet)** - Total building area measured to exterior walls, including all floor openings, chases and partitions.

**GSA** - General Services Administration. Federal agency responsible for providing facilities.

**GWB** - Gypsum wallboard wall construction.

**Hair Care** - A special area in the multi-purpose room where detainees may barber one another.

**Health Care** - Health services include medical and dental (both emergency and non-emergency), disease control, first aid, medication, and health education.

**Hi-Rise** - A facility exceeding four stories.

**Holding** - A secure room used for detaining an individual for less than 10 hours.

**Housing** - The spaces provided to accommodate sleeping, dayroom, shower and toilet functions.

**Housing Cluster** - A number of housing pods grouped around one fixed control post.

**Housing Pod** - Dayroom, dormitory, cells and support spaces required to serve a group of beds.

**Housing Unit** - The housing area under the management of a unit management team, usually synonymous with a housing cluster.

**Hygiene** - Detainees will be provided with personal hygiene items such as razors, toothbrushes, etc. Storage space must be provided for these items, either in housing units or laundry.

**INA** - Immigration and Nationalization Act.

**INS** - United States Department of Justice Immigration and Naturalization Service. The agency within the Executive branch of the U.S. government responsible for enforcing immigration laws.

**INS Districts** - Breakdown of INS regions into smaller zones of administrative jurisdiction.

**INS Headquarters** - Central administrative body for INS, located in Washington, D.C.

**INS Regions** - Breakdown of INS functions in the United States, United States Territories, and offices in foreign countries within three zones – the Western Region, the Central Region, and the Eastern Region.

**Knife Workroom** - Secure enclosure within the food preparation area where detainee workers may use cutlery.

**Laundry** - The facility will launder clothing, bed linen, and towels for detainees.

**Law library** - Legal materials provided for the detainees' use.

**Maintenance** - The SPC provides its own facility maintenance, including electrical and electronics, plumbing repair, carpentry, and painting.

**Master Plan Elements** - Groups of related operational components placed within one structure on the site.

**Mechanical Space** - Space required for HVAC Mechanical Equipment.

**Metal Detector** - Walk-through magnetic monitoring device used to detect weapons.

**Mezzanine** - A secondary level within a two-story space.

**Mission** - What the facility must accomplish.

**Multi-Story** - A facility providing required spaces for an SPC in two or more floors.

**Non-Contact Visiting** - Where detainees are separated from their visitors by glazed barriers.

**Non-Secure Components** - Operational components with no detainee access, located outside the primary secure perimeter.

**Office/Staff Areas** - Areas occupied by staff only. Areas include: Administration, Staff Services and Training, and Break/Lunch Room.

**Open Post** - Distinct staff post placed within the detainee-occupied spaces.

**Operational Component** - A discrete set of functions, activities, spaces or staff within the facility. The facility is categorized into components according to their operational function.

**Orientation** - Instructing detainee on institutional policy, procedures, rules, and rights.

**Personal Property** - Property owned by the detainee.

**Processing** - The activities required to admit a detainee into the facility, or transfer or release the detainee from the facility.

**Programs** - Includes education, religion, counseling and social programs for detainees, most of which are provided by outside entities.

**Prototype** - A pre-defined facility design that can be applied to specific projects.

**Public** - Individuals not employed by agencies providing services at the SPC. It includes visitors, attorneys, and representatives of the press.

**Public Access** - The entry of public into the facility.

**Public Access Group** - Master plan element consisting of operational components required or related to public access.

**Public Health Services** - Federal agency that provides health services for the SPC.

**Quantity** - The number of a specific space type required.

**Recreation** - Outdoor exercise on a centralized recreation field, or active exercise on a recreation yard adjacent to the housing unit.

**Recreational Library** - Periodicals and paperback books kept in the housing area for detainee access.

**Rover** - Staff position, not associated with a distinct physical post, which supervises detainee-occupied areas by freely moving throughout the spaces.

**Sallyport** - An entrance chamber consisting of interlocked gates or doors that cannot be opened simultaneously.

**Screen Room** - A preliminary examination space in the health clinic where triage occurs.

**Secure Components** - Operational components with detainee access.

**Secure Interface Components** - Operational components with public and detainee access.

**Secure Perimeter** - Physical barrier beyond which detainees are not allowed.

**Secure Population** - Detainees who have exhibited recent security-risk behavior and therefore need increased security measures. They should be housed single or multiple occupancy cells and should be separated from the majority of the detainee population.

**Security Breach** - The passage of contraband, unauthorized movement through the security perimeter, or disruptive activity threatening personal safety and/or property.

**Security Command** - Includes security staff, spaces required for security operations, and procedures and management methods to ensure security.

**Security Glazing** - High-strength transparent material used for windows; i.e. polycarbonate, lexan.

**Security Risk** - The threat to personal safety, property, and escape that a detainee presents to other detainees, staff, and the public.

**Security Staff** - Employees at the SPC responsible for managing detainee behavior and activities. They may be INS employees or employees of security contractors to the INS.

**Security Zone** - Areas within the facility surrounded by a primary or secondary secure perimeter.

**Service Access** - The routes and entry of service vehicles into the facility.

**Service Access Group** - Master plan element consisting of operational components required or related to service access.

**Service Components** - Components providing services to the detainee in the facility.

**Shifts** - 24-hour, year-round supervision is provided on a 3-shift pattern, beginning at 12:00 midnight, 8:00 am, and 4:00 pm.

**Shift Relief Factor** - Number of personnel required to staff a post during required hours of operation.

**Shot Peening or Beadblasting** - A method of surfacing stainless steel that prevents microscopic bacteria harboring grooves.

**Sick Call** - Providing detainees with opportunity to request and receive medical attention.

**Solenoid Shut-Off Valve** - A remotely activated valve controlling water supply to fixtures used by detainees.

**SPC** - Service Processing Center. INS Facility specifically used to provide detention of detainees in excess of 72 hours.

**SPC Administration** - Responsible for administration and management of all services and activities performed by the INS at SPC facilities.

**SPC Industries** - Specialized industries, conducted within the SPC facility, developed by the INS or outside contractors bidding for detainee labor.

**Staff** - Employees of the SPC. Includes court, security, and civilian staff. They can be directly employed by the INS or by contractors to the INS.

**Staff Services** - Includes the facilities provided to serve the staff in their daily routine, such as report writing, changing clothes, etc.

**Staff Training** - Includes the facilities provided to train all security and non-security personnel in their duties.

**Standard Security Areas** - Areas occupied by general population detainees who are under continuous supervision. Areas include: dormitories, movement corridors, and visiting.

**Standards** - Criteria established as a benchmark for facility design & operation.

**Training** - Formal instruction provided to staff on operation of facility and management of detainees.

**Transfer** - Releasing detainee from SPC into custody of another institution.

**U.S. Department of Health** - Federal agency that includes Public Health Services, responsible for health services of detainees under INS constructive custody.

**U.S. Department of Justice** - Federal Agency of which INS and EOIR are part.

**Unit Area** - Net internal area, not including partitions. (Non-usable actual space, such as an irregular notch within a room, is accounted for in efficiency factor.)

**Unit Cost Factors** - Cost per square meter (square foot) it takes to construct a facility, prepared by operational component and incorporating all structural architectural and engineering systems required for the space type. It does not include movable furniture or site development.

**Utility Areas** - Areas used for building support functions and occupied by trustee detainee workers and staff. Areas include: food preparation, laundry, warehouse, maintenance, physical plant.

**Warehouse/Supply** - All bulk storage should be at one location in the facility, adjacent to laundry and maintenance.

**Vandalism** - The destruction or unauthorized removal of property.

